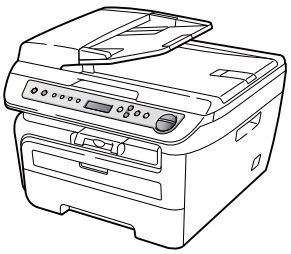
# SP 1200S
# User's Guide



Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Important Information in this manual before using the machine.

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Section I

# General


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# 1 General information

## Using the documentation

Thank you for buying this machine! Reading the documentation will help you make the most of your machine.

### Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

| | |
|---|---|
| **Bold** | Bold style identifies keys on the machine control panel or computer screen. |
| *Italics* | Italicized style emphasizes an important point or refers you to a related topic. |
| `Courier New` | Courier New font identifies the messages shown on the LCD of the machine. |

Warnings tell you what to do to prevent possible personal injury.

Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects.

Electrical Hazard icons alert you to a possible electrical shock.

Hot Surface icons warn you not to touch machine parts that are hot.

Incorrect setup icons alert you to devices and operations that are not compatible with the machine.

Note icons give useful tips.

## Accessing the Software User's Guide

This User's Guide does not contain all the information about the machine such as how to use the advanced features of Printer, Scanner. When you are ready to learn detailed information about these operations, read the **Software User's Guide**.

### Viewing documentation

#### Viewing documentation

To view the documentation, from the **Start** menu, point to **SP 1200 series**, **TYPE 1200S Documentation**, from the program group, and then click **User's Guides**.

If you have not installed the software, you can find the documentation by following the instructions below:

1. Turn on your PC.
   Insert the CD-ROM labelled Manuals into your CD-ROM drive.
2. If the language selection screen appears, click your language.

3 The CD-ROM main menu will appear.

*If this window does not appear, use Windows® Explorer to find and run the Start.exe program from the root directory of the CD-ROM.*

4 Click **Documentation**.

5 Click the documentation you want to read:
PDF documents (3 manuals):
**User's Guide** for stand-alone operations, **Software User's Guide** and **Quick Setup Guide**.
This format is recommended for printing the manuals.

## How to find scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

### Software User's Guide:

- Scanning a document using the TWAIN driver in Chapter 2
- Scanning a document using the WIA driver in Chapter 2
- Using ControlCenter3 in Chapter 3

## ScanSoft™ PaperPort™ 11SE with OCR How-to-Guides

- The complete ScanSoft™ PaperPort™ 11SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™ 11SE application.

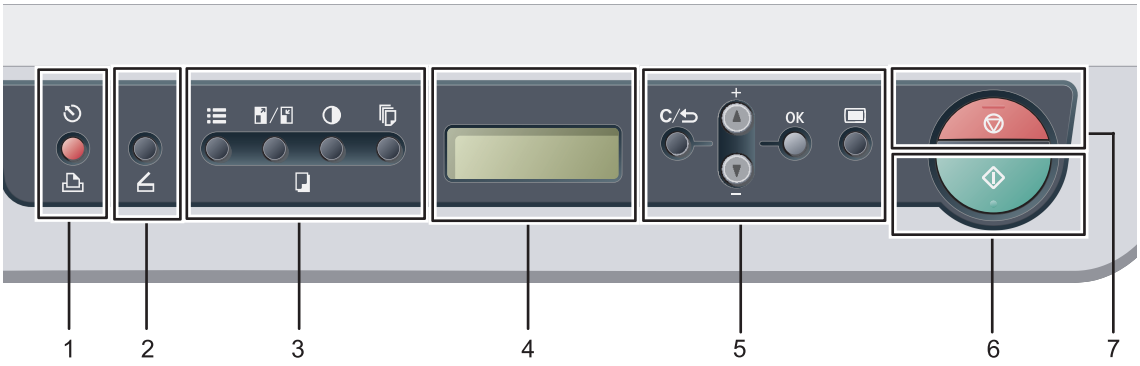
## How to find scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

### Software User's Guide:

- Scanning in Chapter 9
- Using ControlCenter2 in Chapter 10

# Control panel overview (For EU)




**1** **Print key**

**Job Cancel**

Cancels a programmed print job and clears it from the machine's memory.

To cancel multiple print jobs, hold down this key until the LCD shows `Job Cancel (All)`.

**2** **Scan key**

Puts the machine in Scan mode. (For details about scanning, see the *Software User's Guide on the CD-ROM*.)

**3** **Copy keys:**

**Options**

You can quickly and easily choose temporary settings for copying.

**Enlarge/Reduce**

Reduces or enlarges copies.

**Contrast**

You can increase or decrease the contrast of your copies.

**Number of Copies**

Use this key to make multiple copies.

**4** **LCD**

Displays messages to help you set up and use your machine.

**5** **Menu keys:**

**C/⮌ Clear/Back**

Deletes entered data or lets you cancel the current setting.

▲ + or ▼ -

Press to scroll through the menus and options.

**OK**

Lets you store your settings in the machine.

**Menu**

Lets you access the Menu to program your settings in this machine.

**6** **Start**

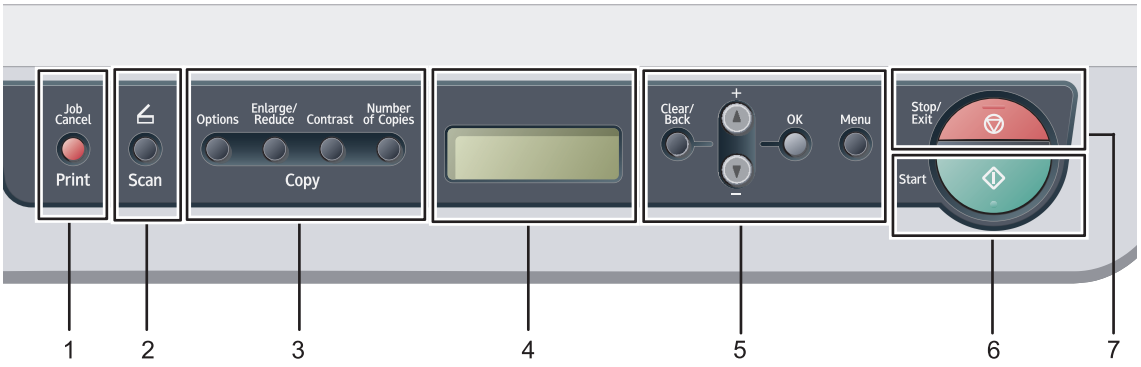
Lets you start making copies or scanning.

**7** **Stop/Exit**

Stops an operation or exits from a menu.

# Control panel overview (For Asia/Oceania)






**1 Print key**

**Job Cancel**

Cancels a programmed print job and clears it from the machine's memory.

To cancel multiple print jobs, hold down this key until the LCD shows `Job Cancel (All)`.

**2 Scan key**

Puts the machine in Scan mode. (For details about scanning, see the *Software User's Guide on the CD-ROM*.)

**3 Copy keys:**

**Options**

You can quickly and easily choose temporary settings for copying.

**Enlarge/Reduce**

Reduces or enlarges copies.

**Contrast**

You can increase or decrease the contrast of your copies.

**Number of Copies**

Use this key to make multiple copies.

**4 LCD**

Displays messages to help you set up and use your machine.

**5 Menu keys:**

**Clear/Back**

Deletes entered data or lets you cancel the current setting.

▲ + or ▼ -

Press to scroll through the menus and options.

**OK**

Lets you store your settings in the machine.

**Menu**

Lets you access the Menu to program your settings in this machine.

**6 Start**

Lets you start making copies or scanning.

**7 Stop/Exit**

Stops an operation or exits from a menu.

# 2 Loading paper and documents

## Loading paper and print media

The machine can feed paper from the standard paper tray or manual feed slot.

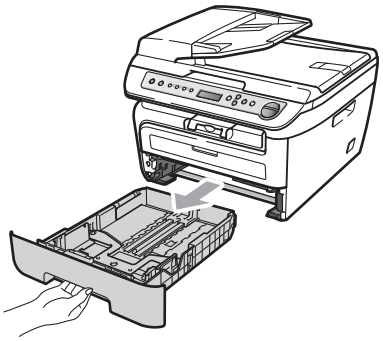
When you put paper into the paper tray, note the following:

- If your application software supports paper size selection on the print menu, you can choose it through the software. If your application software does not support it, you can set the paper size in the printer driver or by using the control panel buttons.
- Before using paper that has holes in it, such as organizer sheets, you must ‘fan’ the stack to avoid paper jams and misfeeds.

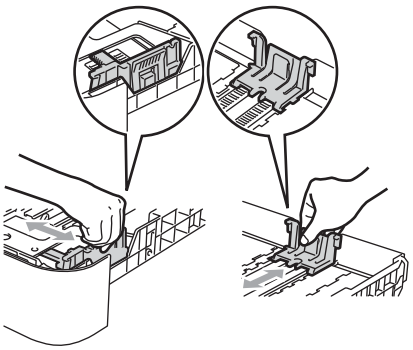
## Loading paper in the paper tray

### Printing on plain paper, recycled paper or transparencies from the paper tray

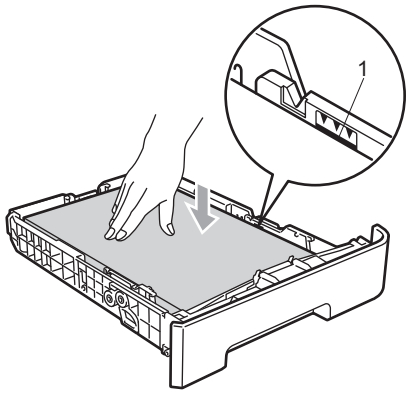
1. Pull the paper tray completely out of the machine.



2. While pressing the green paper guide release lever, slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots.



3 Put paper in the tray, and make sure that the paper is below the maximum paper mark (1). The side to be printed on must be face down.

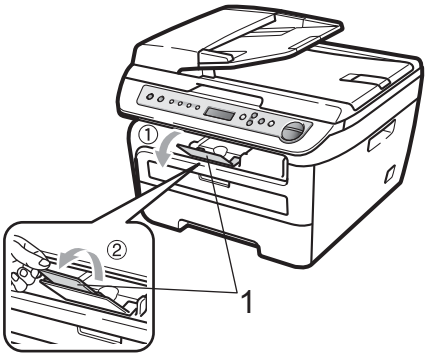



**CAUTION**

To prevent damage to your machine caused by paper misfeeding, make sure the paper guides touch the sides of the paper.

4 Put the paper tray firmly back in the machine. Make sure that it is completely inserted into the machine.

5 Fold out the support flap (1) to prevent paper from sliding off the face-down output tray.




## Loading paper in the manual feed slot

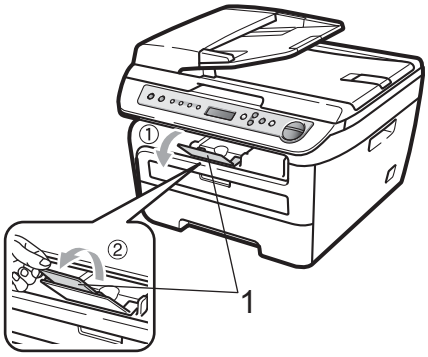
You can load envelopes and special print media one at a time into this slot. Use the manual feed slot to print or copy on labels, envelopes or thicker paper.

### Printing on plain paper, recycled paper or transparencies from the manual feed slot

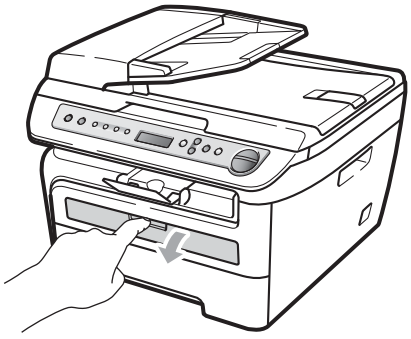
**Note**

The machine automatically turns on the Manual Feed mode when you put paper in the manual feed slot.

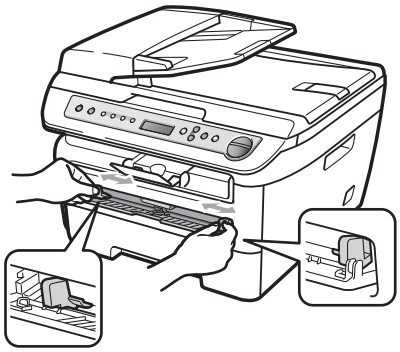
1 Fold out the support flap (1) to prevent paper from sliding off the face-down output tray, or remove each page as soon as it comes out of the machine.



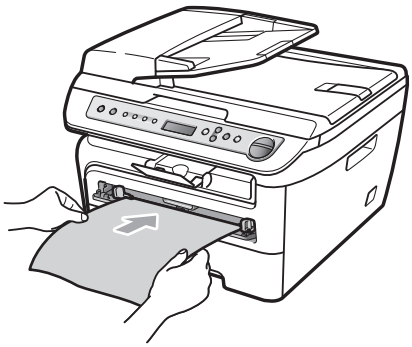

2 Open the manual feed slot cover.



3 Using both hands, slide the manual feed slot paper guides to the width of the paper that you are going to use.



4 Using both hands, put one sheet of paper or one transparency in the manual feed slot until the front edge touches the paper feed roller. When you feel the machine pull in the paper, let go.



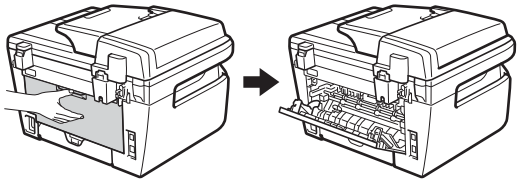
## Printing on thick paper, bond paper, labels and envelopes

When the back output tray is pulled down, the machine has a straight paper path from the manual feed slot through to the back of the machine. Use this paper feed and output method when you want to print on thick paper, labels or envelopes.

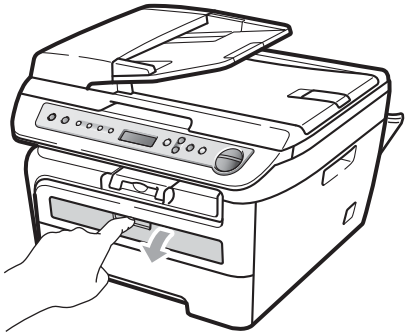
**Note**

- Remove each printed sheet or envelope immediately to prevent a paper jam.
- The machine automatically turns on the Manual Feed mode when you put paper in the manual feed slot.

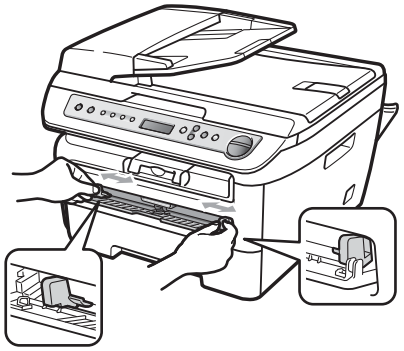
1 Open the back cover (back output tray).



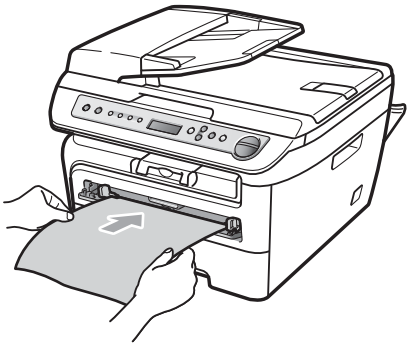
2 Open the manual feed slot cover.

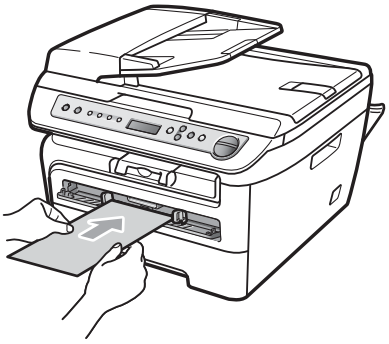


3 Using both hands, slide the manual feed slot paper guides to the width of the paper that you are going to use.



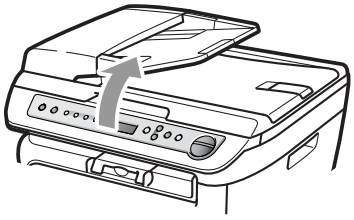
4 Using both hands, put one sheet of paper or one envelope in the manual feed slot until the front edge of the paper or envelope touches the paper feed roller. When you feel the machine pull in the paper, let go.



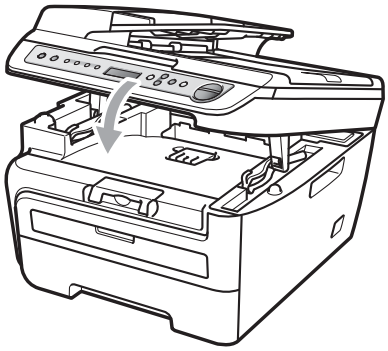


**Note**

- Put the paper into the manual feed slot with the side to be printed face up.
- Make sure that the print media (See *Acceptable paper and other print media* on page 11) is straight and in the proper position on the manual feed slot. If it is not, the paper or the transparency may not be fed correctly, resulting in a skewed printout or a paper jam.
- Do not put more than one sheet of paper in the manual feed slot at any one time, as it may cause a jam.
- If you put any print media in the manual feed slot before the machine is in the Ready state, the print media may be ejected without being printed on.
- To easily remove a small printout from the output tray, lift up the scanner cover by using both hands as shown in the illustration.



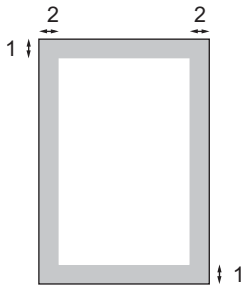
- You can still use the machine while the scanner cover is up. To close the scanner cover, push it down with both hands.



# Unprintable area

## Unprintable area for copies

The printable area of your machine begins at approximately 3 mm from the top and bottom and 2 mm from both sides of the paper.




**1 3 mm**

**2 2 mm**

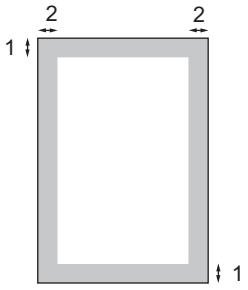
**Note**

This unprintable area shown above is for a single copy or a 1 in 1 copy using A4 size paper. The unprintable area changes with the paper size.

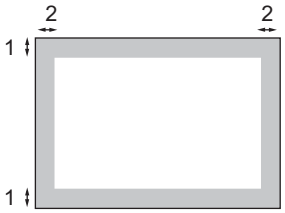
## Unprintable area when printing from a computer

When using the printer driver the printable area is smaller than the paper size, as shown below.

**Portrait**




**Landscape**




| | | Printer driver |
|---|---|---|
| Portrait | 1 | 4.23 mm |
| | 2 | 6.01 mm |
| Landscape | 1 | 4.23 mm |
| | 2 | 5 mm |

**Note**

The unprintable area shown above is for A4 size paper. The unprintable area changes with the paper size.

# Acceptable paper and other print media

Print quality may vary according to the type of paper you are using.

You can use the following types of print media: plain paper, bond paper, recycled paper, transparencies, labels or envelopes.

For best results, follow the instructions below:

- Use paper made for plain paper copying.
- Use paper that is 75 to 90 g/m$^2$.
- Use labels and transparencies which are designed for use in laser machines.
- Do not put different types of paper in the paper tray at the same time because it may cause paper jams or misfeeds.
- For correct printing, you must choose the same paper size from your software application as the paper in the tray.
- Avoid touching the printed surface of the paper immediately after printing.
- When you use transparencies remove each sheet immediately to prevent smudging or paper jams.
- Use long grain paper with a neutral Ph value, and a moisture content of approx. 5%.

## Recommended paper and print media

To get the best print quality, we suggest using the following paper.

| Paper Type | Item |
|---|---|
| Plain Paper | Xerox Premier TCF 80 g/m$^2$<br>Xerox Business 80 g/m$^2$ |
| Recycled Paper | Xerox Recycled Supreme 80g/m$^2$ |
| Transparency | 3M CG3300 |
| Labels | Avery laser label L7163 |
| Envelope | Antalis River series (DL) |

## Type and size of paper

The machine loads paper from the installed standard paper tray or manual feed slot.

### Standard paper tray

Since the standard paper tray is a universal type, you can use any of the paper sizes (one paper type and size at a time) listed in the table in *Paper capacity of the paper trays* on page 12. The standard paper tray can hold up to 250 sheets of Letter/A4 size paper (80 g/m$^2$). Paper can be loaded up to the maximum paper mark on the sliding paper width guide.

### Manual Feed Slot

The manual feed slot can hold a sheet with a size of 76.2 to 220 mm wide and 116 to 406.4 mm long. You can use the manual feed slot if you are using special paper, envelopes or labels.

### Paper capacity of the paper trays

| | Paper size | Paper types | No. of sheets |
|---|---|---|---|
| Paper Tray | (For EU)<br>A4, Letter, Executive, A5, A6, B5, B6.<br>(For Asia)<br>A4, Letter, Executive, A5, A6, B5, B6 and Folio [1]. | Plain paper and recycled paper | up to 250<br>[80 g/m$^2$] |
| | | Transparency | up to 10 |
| Manual Feed Slot | Width: 76.2 to 220 mm<br>Length: 116 to 406.4 mm | Plain paper, recycled paper, bond paper, envelopes, labels and transparencies | 1 |

[1] Folio size is 215.9mm x 330.2 mm

### Recommended paper specifications

The following paper specifications are suitable for this machine.

| | |
|---|---|
| Basis weight | 75-90 (g/m$^2$) |
| Thickness | 80-110 µm |
| Roughness | Higher than 20 sec. |
| Stiffness | 90-150 cm$^3$/100 |
| Grain direction | Long grain |
| Volume resistivity | 10e$^9$-10e$^{11}$ ohm |
| Surface resistivity | 10e$^9$-10e$^{12}$ ohm-cm |
| Filler | $CaCO_3$ (Neutral) |
| Ash content | Below 23 wt% |
| Brightness | Higher than 80 % |
| Opacity | Higher than 85 % |

## Handling and using special paper

The machine is designed to work well with most types of xerographic and bond paper. However, some paper variables may have an effect on print quality or handling reliability. Always test samples of paper before purchasing to ensure desirable performance. Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.

Some important guidelines when selecting paper are:

- Do not use inkjet paper because it may cause a paper jam or damage your machine.
- Preprinted paper must use ink that can withstand the temperature of the machine's fusing process (200 degrees centigrade).

■ If you use bond paper, paper having a rough surface or paper that is wrinkled or creased, the paper may exhibit degraded performance.

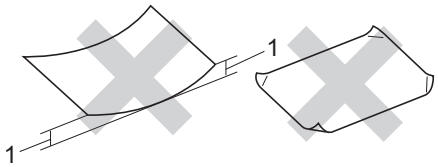
### Types of paper to avoid

**CAUTION**

Some types of paper may not perform well or may cause damage to your machine.

DO NOT use paper:

- that is highly textured
- that is extremely smooth or shiny
- that is curled or warped




**1 2 mm**

- that is coated or has a chemical finish
- that is damaged, creased or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterheads using low temperature dyes or thermography
- that is multipart or carbonless
- that is designed for inkjet printing

If you use any of the types of paper listed above, they may damage your machine. This damage is not covered under any our warranty or service agreement.

### Envelopes

Most envelopes will be suitable for your machine. However, some envelopes may have feed and print-quality problems because of the way they have been made. A suitable envelope should have edges with straight, well-creased folds and the leading edge should not be thicker than two sheets of paper. The envelope should lie flat and not be of baggy or flimsy construction. You should buy quality envelopes from a supplier who understands that you will be using the envelopes in a laser machine.

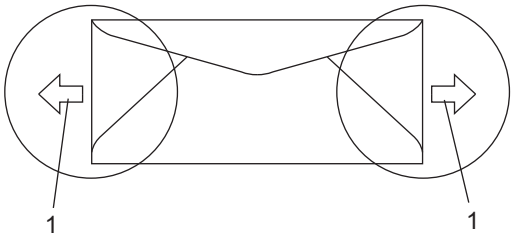
Envelopes can be fed from manual feed slot one at a time. We recommend that you print a test envelope to make sure the print results are what you want before you print or purchase a large quantity of envelopes.

Check the following:

■ Envelopes should have a lengthwise sealing flap.

■ The sealing flaps should be folded crisply and correctly (irregularly cut or folded envelopes may cause paper jams).

■ Envelopes should consist of two layers of paper in the area circled in figure below.




**1 Feeding direction**

■ We recommend that you do not print within 15 mm of the edges of envelopes.

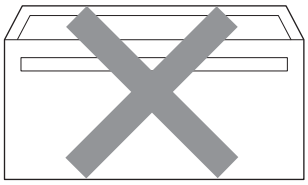
■ Envelope joints that are sealed by the manufacturer should be secure.

### Types of envelopes to avoid

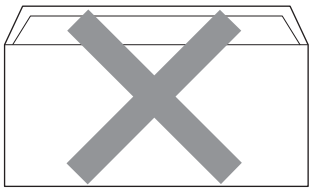
**CAUTION**

DO NOT use envelopes:

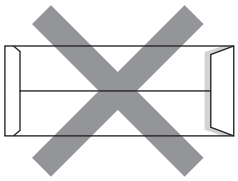
- that are damaged, curled, wrinkled or an unusual shape
- that are extremely shiny or textured
- with clasps, staples, snaps or tie strings
- with self-adhesive closures
- that are of a baggy construction
- that are not sharply creased
- that are embossed (have raised writing on them)
- that were previously printed by a laser machine
- that are pre-printed on the inside
- that cannot be arranged neatly when stacked
- that are made of paper that weighs more than the paper weight specifications for the machine
- with edges that are not straight or consistently square
- with windows, holes, cut-outs or perforations
- with glue on surface as shown in figure below



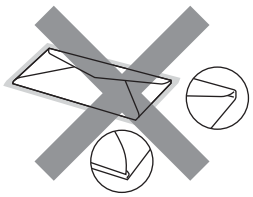
- with double flaps as shown in figure below



- with sealing flaps that have not been folded at purchase
- with sealing flaps as shown in figure below



- with each side folded as shown in figure below



If you use any of the types of envelopes listed above, they may damage your machine. This damage is not covered under any our warranty or service agreement.

Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

### Labels

The machine will print on most types of labels designed for use with a laser machine. Labels should have an adhesive that is acrylic-based since this material is more stable at the high temperatures in the fuser unit. Adhesives should not come in contact with any part of the machine, because the label stock may stick to the drum unit or rollers and cause jams and print quality problems. No adhesive should be exposed between the labels. Labels should be arranged so that they cover the entire length and width of the sheet. Using labels with spaces may result in labels peeling off and causing serious jams or print problems.

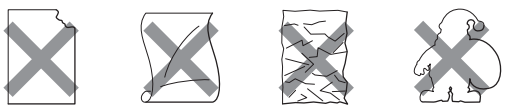
All labels used in this machine must be able to withstand a temperature of 392 degrees Fahrenheit (200 degrees centigrade) for a period of 0.1 seconds.

Label sheets should not exceed the paper weight specifications described in this User's Guide. Labels exceeding this specification may not feed or print correctly and may cause damage to your machine.

Labels can be fed from the manual feed slot only.

### Types of labels to avoid

Do not use labels that are damaged, curled, wrinkled or an unusual shape.



**CAUTION**

DO NOT feed part used label sheets. The exposed carrier sheet will damage your machine.

# Loading documents

## Using the automatic document feeder (ADF)



The ADF can hold up to 35 pages and feeds each sheet individually. Use standard 80 g/m$^2$ paper and always fan the pages before putting them in the ADF.

### Recommended environment

| |
|---|
| Temperature: 20 to 30° C<br>Humidity: 50% - 70%<br>Paper: Xerox Premier TCF 80 g/m$^2$ or Xerox Business 80 g/m$^2$ |

**CAUTION**

DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.

DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted or taped.

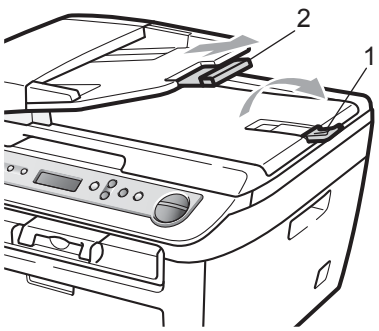
DO NOT use cardboard, newspaper or fabric.

To avoid damaging your machine while using the ADF, DO NOT pull on the document while it is feeding.

To scan non-standard documents see *Using the scanner glass* on page 16.

- Make sure documents written with ink are completely dry.
- Documents must be from 148 to 215.9 mm wide and from 148 to 355.6 mm long, and of a standard weight 80 g/m$^2$.

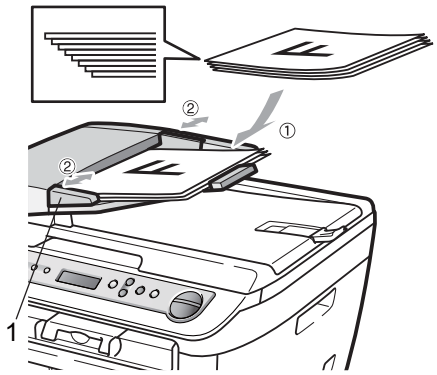
1. Fold out the ADF document output support flap (1) and the ADF support flap (2).




**Note**

For legal paper, close the ADF document output support flap (1), and then take each individual sheet off the ADF output tray after scanning.

2. Fan the pages well.
3. Place your document, face up top edge first, in the ADF until you feel it touch the feed roller.
4. Adjust the paper guides (1) to fit the width of your document.



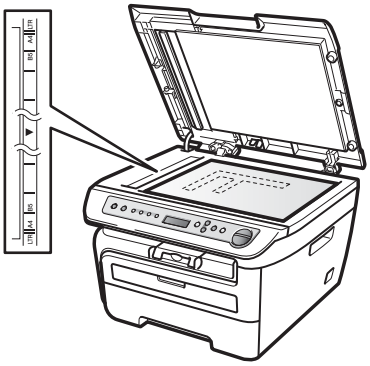

## Using the scanner glass

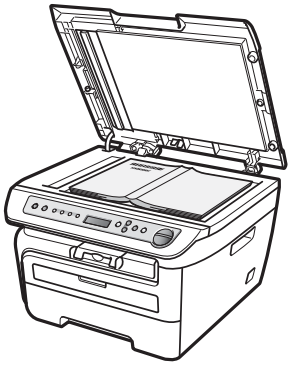
You can use the scanner glass to copy or scan pages of a book or one page at a time. Documents can be up to 215.9 mm wide and 297 mm long.

**Note**

To use the scanner glass, the ADF must be empty.

1. Lift the document cover.
2. Using the document guidelines on the left, centre the document face down on the scanner glass.





3. Close the document cover.

**CAUTION**

If the document is a book or is thick do not slam the cover or press on it.

# 3 General setup

## Paper settings

### Paper type

Set up the machine for the type of paper you are using. This will give you the best print quality.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `1.Paper Type`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Thin`, `Plain`, `Thick`, `Thicker`, `Transparency` or `Recycled Paper`.
   Press **OK**.
5. Press **Stop/Exit**.

### Paper size

You can use seven sizes of paper for printing copies: A4, Letter, Executive, A5, A6, B5 and B6.

When you change the size of paper in the tray, you will also need to change the setting for paper size at the same time so your machine can fit the document on the page.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `2.Paper Size`.
   Press **OK**.
4. Press ▲ or ▼ to choose `A4`, `Letter`, `Executive`, `A5`, `A6`, `B5` or `B6`.
   Press **OK**.
5. Press **Stop/Exit**.

**Note**

If you chose `Transparency` as the paper type you will only be able to choose `Letter` or `A4` size paper in Step ❹.

## Volume settings

### Beeper volume

When the beeper is on, the machine will beep when you press a key or make a mistake. You can choose a range of volume levels, from `High` to `Off`.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `3.Beeper`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Off`, `Low`, `Med` or `High`.
   Press **OK**.
5. Press **Stop/Exit**.

# Ecology features

## Toner Save

You can save toner using this feature. When you set Toner Save to `On`, print appears lighter. The default setting is `Off`.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `4.Ecology`.
   Press **OK**.
4. Press ▲ or ▼ to choose `1.Toner Save`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` or `Off`.
   Press **OK**.
6. Press **Stop/Exit**.

**Note**

We do not recommend Toner Save for printing Photo or Greyscale images.

## Sleep time

Setting the sleep time reduces power consumption by turning off the fuser while the machine is idle.

You can choose how long the machine must be idle (from 00 to 99 minutes) before it goes into sleep mode. When the machine receives computer data, or makes a copy, the timer will be reset. The default setting is 05 minutes.

While the machine is in sleep mode the LCD will display `Sleep`. When printing or copying in sleep mode, there will be a short delay while the fuser warms up.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `4.Ecology`.
   Press **OK**.
4. Press ▲ or ▼ to choose `2.Sleep Time`.
   Press **OK**.
5. Enter the length of time the machine is idle before entering sleep mode (00 to 99). Press **OK**.
6. Press **Stop/Exit**.

**Note**

To turn *off* sleep mode, press **Start** and **Options** at the same time in ❺. Press ▲ or ▼ to choose `Off`. Press **OK**.

# LCD contrast

You can change the contrast to make the LCD look lighter or darker.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `5.LCD Contrast`.
   Press **OK**.
4. Press ▲ to make the LCD darker. Or, press ▼ to make the LCD lighter.
   Press **OK**.
5. Press **Stop/Exit**.

# User Settings List

You can print a list of the settings you programmed.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `6.User Settings`.
   Press **OK**.
4. Press **Start**.
5. Press **Stop/Exit**.

Section II

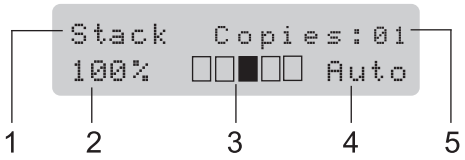
# Copy

**Making copies** 22

# 4 Making copies

## How to copy

### Entering copy mode




1 **Stack/Sort**
2 **Copy ratio and copy layout**
3 **Contrast**
4 **Quality**
5 **Number of copies**

### Making a single copy

1. Load your document.
2. Press **Start**.

### Making multiple copies

1. Load your document.
2. Do one of the following:
   - Press **Number of Copies** to enter the number of copies (up to 99).
   - Press or hold ▲ or ▼ to increase or decrease the number of copies.
3. Press **Start**.

**Note**

To sort your copies, see *Sorting copies using the ADF* on page 26.

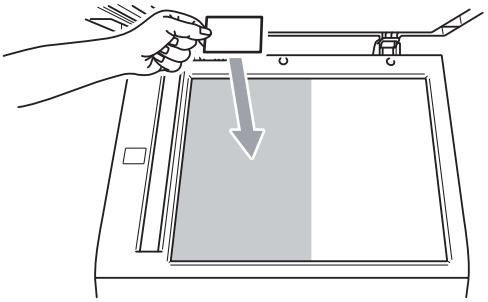
### Stop copying

To stop copying, press **Stop/Exit**.

### 2 in 1 ID Copy

You can copy both sides of your identification card onto one page, keeping the original card size.

1. Place your identification card *face down* on the left side of the scanner glass.



   - Even if a document is placed on the ADF, the machine scans the data from the scanner glass.
2. Press **Options**. LCD display `2 in 1 ID Copy`.
3. Press **OK**.
4. Press **Start**.
   After the machine scans the first side of the card, the LCD will display the following instruction.

   `Turn over the ID`
   `Then Press Start`
5. Turn over your identification card and place it at the left side of the scanner glass.
6. Press **Start**.

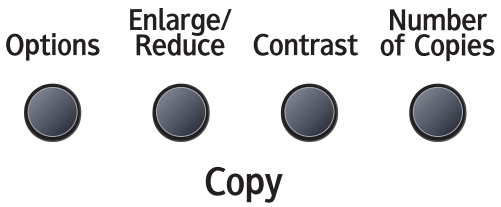
The machine scans the other side of the card and prints the page.

**Note**

When 2 in 1 ID Copy is chosen, the machine sets the quality to Photo and the contrast to +1 (-□□□■□+).

# Copy options (temporary settings)

When you want to quickly change the copy settings temporarily for the next copy, use the temporary **Copy** keys. You can use different combinations.




The machine returns to its default settings one minute after copying.

## Enlarging or reducing the image copied

You can choose the following enlargement or reduction ratios:

| Press | |
|---|---|
| Enlarge/ Reduce | **100%*** |
| | 97% LTR→A4 |
| | 94% A4→LTR |
| | 91% Full Page |
| | 85% LTR→EXE |
| | 83% |
| | 78% |
| | 70% A4→A5 |
| | 50% |
| | Custom(25-400%) |
| | Auto |
| | 200% |
| | 141% A5→A4 |
| | 104% EXE→LTR |

* The factory setting is shown in Bold with an asterisk.

When set to Auto, the machine calculates the reduction ratio that best fits the paper size the paper tray set to. (See *Paper size* on page 17.) Auto is only available when using the ADF.

Custom(25-400%) allows you to enter a ratio from 25% to 400%.

To enlarge or reduce the next copy follow the instructions below:

1. Load your document.
2. Enter the number of copies you want.
3. Press **Enlarge/Reduce**.
4. Do one of the following:
   - Press ▲ or ▼ to choose the enlargement or reduction ratio you want.

     Press **OK**.
   - Press ▲ or ▼ to choose Custom(25-400%).

     Press **OK**.

     Press ▲ or ▼ to enter an enlargement or reduction ratio from 25% to 400%.

     Press **OK**.
5. Press **Start**.

**Note**

Page Layout Options 2 in 1(P), 2 in 1(L), 4 in 1(P) or 4 in 1(L) are *not* available with Enlarge/Reduce.

## Adjusting contrast

### Contrast

Adjust the contrast to help an image look sharper and more vivid.

To *temporarily* change the contrast setting, follow the steps below:

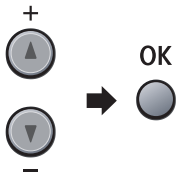
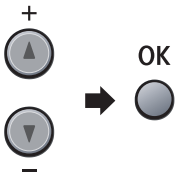
1. Load your document.
2. Enter the number of copies you want.
3. Press **Contrast**.
4. Press ▲ or ▼ to increase or decrease the contrast.
   Press **OK**.
5. Press **Start**.

To change the *default* setting follow the steps below:

1. Press **Menu**.
2. Press ▲ or ▼ to choose 2.Copy.
   Press **OK**.
3. Press ▲ or ▼ to choose 2.Contrast.
   Press **OK**.
4. Press ▲ or ▼ to increase or decrease the contrast.
   Press **OK**.
5. Press **Stop/Exit**.

## Using the Options key

Use the **Options** key to quickly set the following copy settings temporarily for the next copy.

| Press | Menu selections | Options | Page |
|---|---|---|---|
| Options | Press ▲ or ▼, then press **OK**  | Press ▲ or ▼, then press **OK**  | |
| | 2 in 1 ID Copy | - | 22 |
| | Quality | **Auto*** <br> Photo <br> Text | 25 |
| | Stack/Sort <br> (appears when the document is in the ADF) | **Stack*** <br> Sort | 26 |
| | Page Layout | **Off(1 in 1)*** <br> 2 in 1 (P) <br> 2 in 1 (L) <br> 4 in 1 (P) <br> 4 in 1 (L) | 26 |
| The factory settings are shown in Bold with an asterisk. | | | |

## Improving copy quality

You can choose from a range of quality settings. The default setting is Auto.

- Auto

  Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.

- Text

  Suitable for documents containing only text.

- Photo

  Suitable for copying photographs.

To *temporarily* change the quality setting, follow the steps below:

1. Load your document.
2. Enter the number of copies you want.
3. Press **Options**.
   Press ▲ or ▼ to choose Quality.
   Press **OK**.
4. Press ▲ or ▼ to choose Auto, Photo or Text.
   Press **OK**.
5. Press **Start**.

To change the *default* setting, follow the steps below:

1. Press **Menu**.
2. Press ▲ or ▼ to choose `2.Copy`.
   Press **OK**.
3. Press ▲ or ▼ to choose `1.Quality`.
   Press **OK**.
4. Press ▲ or ▼ to choose the copy quality.
   Press **OK**.
5. Press **Stop/Exit**.

## Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 1 2 3, 1 2 3, 1 2 3, and so on.

1. Load your document in the ADF.
2. Enter the number of copies you want.
3. Press **Options** and ▲ or ▼ to choose `Stack/Sort`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Sort`.
   Press **OK**.
5. Press **Start**.

## Making N in 1 copies (page layout)

You can reduce the amount of paper used when copying by using the N in 1 copy feature. This allows you to copy two or four pages onto one page, which lets you save paper.

### Important

- Please make sure the paper size is set to `Letter` or `A4`.
- (`P`) means Portrait and (`L`) means Landscape.
- You cannot use the Enlarge/Reduce setting with the N in 1 feature.

1. Load your document.
2. Enter the number of copies you want.
3. Press **Options**.
4. Press ▲ or ▼ to choose `Page Layout`.
   Press **OK**.
5. Press ▲ or ▼ to choose `2 in 1 (P)`, `2 in 1 (L)`, `4 in 1 (P)`, `4 in 1 (L)` or `Off(1 in 1)`.
   Press **OK**.
6. Press **Start** to scan the page.
   If you placed the document in the ADF, the machine scans the pages and starts printing.
   **If you are using the scanner glass, go to ❼.**
7. After the machine scans the page, press ▲ to scan the next page.

   ```
   Next Page?
   ▲ Yes ▼ No
   ```

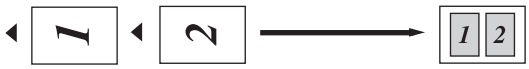
8. Put the next page on the scanner glass.
   Press **OK**.
   Repeat ❼ and ❽ for each page of the layout.

9 After all the pages have been scanned, press ▼ in ❽ to finish.

### If you are copying from the ADF:

Insert your document face up in the direction shown below:

■ **2 in 1 (P)**



■ **2 in 1 (L)**

■ **4 in 1 (P)**

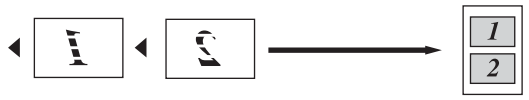
■ **4 in 1 (L)**

### If you are copying from the scanner glass:

Insert your document face down in the direction shown below:

■ **2 in 1 (P)**

■ **2 in 1 (L)**



■ **4 in 1 (P)**

■ **4 in 1 (L)**

4

# Out of memory message

If the memory becomes full while you are making copies, the LCD message will guide you through the next step.

If you get an `Out of Memory` message while scanning a subsequent page, you will have the option to press **Start** to copy the pages scanned so far, or to press **Stop/Exit** to cancel the operation.

Section III

# Software

**Software features** 30

# 5 Software features

The User's Guide on the CD-ROM includes **Quick Setup Guide**, **User's Guide** and **Software User's Guide** for features available when connected to a computer (for example, printing and scanning). These guides have easy to use links that, when clicked, will take you directly to a particular section.

You can find information on these features:

- Printing
- Scanning
- ControlCenter3

## How to read PDF User's Guide

This is a quick reference for using the PDF User's Guide.

**Note**

If you have not installed the software, see *Chapter 1*.

1. From the **Start** menu, point to **SP 1200 series**, **TYPE 1200S Documentation**, from the program group, and then click **User's Guides**.
2. Click on the manual you want (**QUICK SETUP GUIDE**, **USER'S GUIDE**, **SOFTWARE USER'S GUIDE**) from the top menu.

Section IV

# Appendixes


| | |
|---|---|
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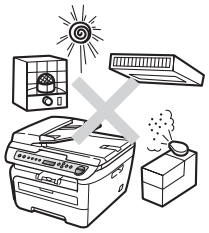
| **Troubleshooting and routine maintenance** | 47 |
| **Menu and features** | 80 |
| **Specifications** | 85 |
| **Glossary** | 93 |

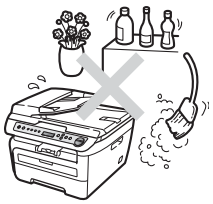
# A Safety and legal

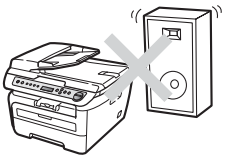
## Choosing a location

Place your machine on a flat, stable surface that is free of vibration. Put the machine near a standard, grounded electrical socket. Choose a location where the temperature remains between 10° C and 32.5° C and the humidity is between 20% to 80% (without condensation).

- Make sure cables leading to the machine do not constitute a trip hazard.
- Avoid placing your machine on the carpet.
- Do not place near heaters, air conditioners, water, chemicals or refrigerators.
- Do not expose the machine to direct sunlight, excessive heat, moisture or dust.
- Do not connect your machine to electrical sockets controlled by wall switches or automatic timers, or to the same circuit as large appliances that might disrupt the power supply.







# Important information

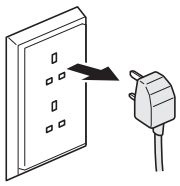
## Safety precautions

Please read these instructions before attempting any maintenance, and keep them for later reference. When using your equipment, follow basic safety precautions to reduce the risk of fire, electric shock or personal injury.

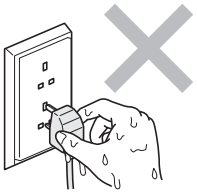
- DO NOT use this product near water, or in a damp environment.
- Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- We DO NOT advise using an extension lead.
- If any cables become damaged, disconnect your machine, and contact your dealer.
- DO NOT place any objects on the machine, or obstruct the air vents.
- This product should be connected to an adjacent grounded AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.

## WARNING

Before cleaning the inside of the machine, unplug the power cord from the electrical socket.

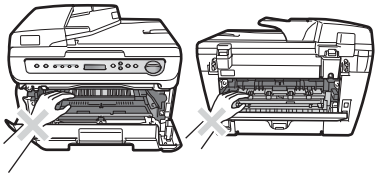


DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.

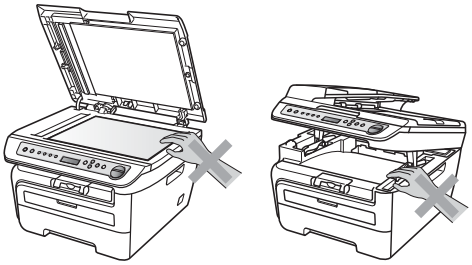


Always make sure the plug is fully inserted.

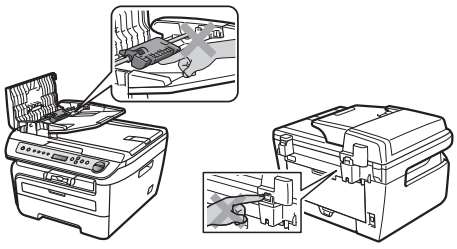
After you have just used the machine, some internal parts of the machine will be extremely hot. When you open the front or back cover of the machine, DO NOT touch the shaded parts shown in the illustrations.



To prevent injuries, be careful not to put your hands on the edge of the machine under the document cover or scanner cover as shown in the illustrations.



To prevent injuries, DO NOT put your fingers in the areas shown in the illustrations.



DO NOT use a vacuum cleaner to clean up scattered toner. Doing this might cause the toner dust to ignite inside the vacuum cleaner, potentially starting a fire. Please carefully clean the toner dust with a dry, lint-free cloth and dispose of it according to local regulations.

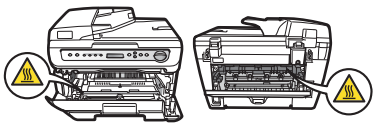
If moving your machine, use the handholds provided. First making sure to disconnect any cables.

DO NOT use any flammable substances, spray or organic solvent/liquids containing alcohol/ammonia to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock. Refer to *Routine maintenance* on page 63 for how to clean the machine.

Plastic bags are used in the packaging of your machine. To avoid the danger of suffocation, keep these bags away from babies and children.

**Note**

The fuser unit is marked with a Caution label. DO NOT remove or damage the label.



**CAUTION**

Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

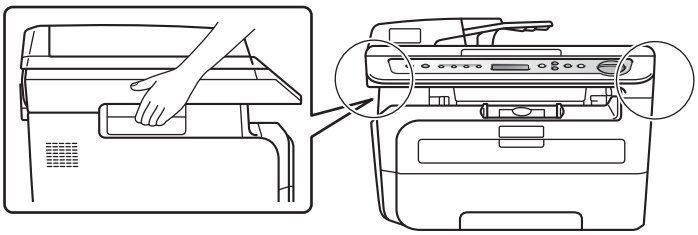
## Symbols for the main power switch

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- | means POWER ON.
- ○ means POWER OFF.

**Note**

When you move the machine, grasp the side handholds that are under the scanner. Do NOT carry the machine by holding it at the bottom.



## IEC 60825-1:2007 Specification

This machine is a Class 1 laser product as defined in IEC 60825-1:2007 specifications. The label shown below is attached in countries where required.

This machine has a Class 3B Laser Diode which emits invisible laser radiation in the Scanner Unit. The Scanner Unit should not be opened under any circumstances.

### Laser Diode

Wave length: 780 - 800 nm

Output: 10 mW max.

Laser Class: Class 3B

**WARNING**

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

## Disconnect device

This product must be installed near an electrical socket that is easily accessible. In case of emergencies, you must disconnect the power cord from the electrical socket to shut off power completely.

## Wiring information (U.K. only)

If you need to replace the plug fuse, fit a fuse that is approved by ASTA to BS1362 with the same rating as the original fuse.

Always replace the fuse cover. Never use a plug that does not have a cover. If in any doubt, call a qualified electrician.

**Warning - This printer must be earthed.**

The wires in the mains lead are coloured in line with the following code:

- Green and Yellow: Earth
- Blue: Neutral
- Brown: Live



## Radio interference

This product complies with EN55022 (CISPR Publication 22)/Class B. When connecting the machine to a computer, ensure that you use the following interface cables.

A USB cable which must not exceed 2.0 metres in length.

## EU Directive 2002/96/EC and EN50419

### Users in the EU, Switzerland and Norway

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.

European
Union only

The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

### All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

## International ENERGY STAR® Qualification Statement

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR® Partner, Ricoh Campony, Ltd. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

# Important safety instructions for EU

1 Read all of these instructions.

2 Save them for later reference.

3 Follow all warnings and instructions marked on the product.

4 Unplug this product from the wall socket before cleaning inside of the machine. DO NOT use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 DO NOT place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

6 Slots and openings in the casing at the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.

7 This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.

8 This product is equipped with a 3-wire grounded plug. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounded plug.

9 Use only the power cord supplied with this machine.

10 DO NOT allow anything to rest on the power cord. DO NOT place this product where people can walk on the cord.

11 Use the product in a well-ventilated area.

12 The power cord, including extensions should be no longer than 5 metres.

DO NOT share the same power circuit with other high powered appliances, such as an air conditioner, copier, shredder or similar devices. If you cannot avoid using the printer with these appliances, we recommend that you use a high-frequency noise filter.

Use a voltage regulator if the power source is not stable.

13 DO NOT place anything in front of the machine that will block printed pages. DO NOT place anything in the path of printed pages.

14 Wait until pages have exited the machine before picking them up.

15 Unplug this product from the power socket and refer all servicing to your Authorized Service Personnel under the following conditions:

- When the power cord is damaged or frayed.
- If liquid has been spilled into the product.
- If the product has been exposed to rain or water.

- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the casing has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

16 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

17 To reduce the risk of fire, electric shock and injury to people, note the following:

- DO NOT use this product near appliances that use water, a swimming pool or in a wet basement.
- DO NOT use the machine during an electrical storm (there is the remote possibility of an electrical shock).

# Important Information for Australia

## IMPORTANT-For Your Safety

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively grounded through the normal household wiring.

Extension cords used with the equipment must be three-conductor and be correctly wired to provide connection to ground. Incorrectly wired extension cords are a major cause of fatalities.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

## Important safety instructions

1 Read all of these instructions.

2 Save them for later reference.

3 Follow all warnings and instructions marked on the product.

4 Unplug this product from the wall socket before cleaning the outside of the machine and the scanner glass. DO NOT use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 DO NOT use this product near water.

6 DO NOT place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

7 Slots and openings in the casing at the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.

8 This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.

9 This product is equipped with a 3-wire grounded plug, a plug having a third (grounded) pin. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounded plug.

10 DO NOT place anything on top of the power cord including this machine. DO NOT allow the power cord to be stepped on.

11 DO NOT touch a document during printing.

12 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.

13 DO NOT attempt to service this product yourself, because opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.

14 Wait until pages have exited the machine before picking them up.

15 Unplug this product from the wall outlet and refer servicing to Authorised Service Personnel under the following conditions:

- When the power cord is damaged or frayed.
- If liquid has been spilled into the product.
- If the product has been exposed to rain or water.
- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the casing has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

# Important Information for Some Countries

## Important Safety Instructions

1 Read all of these instructions.

2 Save them for later reference.

3 Follow all warnings and instructions marked on the product.

4 Unplug this product from the wall outlet before cleaning the outside of the machine and the scanner glass. DO NOT use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5 DO NOT place this product near water.

6 DO NOT place this product on an unstable cart, stand, or table. The product may drop, causing serious damage to the product.

7 Slots and openings in the casing at the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or on a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.

8 This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.

9 This product is equipped with a 2-wire grounding type plug or a 3-wire grounding type plug (Only for Singapore, Malaysia, Hong Kong and India), a plug having two or three pins. This plug will only fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounding-type plug.

10 DO NOT place anything on top of the power cord including this machine. DO NOT allow the power cord to be stepped on.

11 If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord DO NOT exceed the extension cord ampere rating.

12 DO NOT touch a document during printing.

13 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.

14 DO NOT attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Please refer all servicing to your Authorized Service Personnel.

15 Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:

- If the power cord is damaged or frayed.
- If the product has been spilled by liquid.

- If the product has been exposed to rain or water.
- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the casing has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

16 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

**WARNING**

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

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# B Troubleshooting and routine maintenance

## Troubleshooting

If you think there is a problem with your machine, check the chart below and follow the troubleshooting tips.

Most problems can be easily resolved by yourself.

### If you are having difficulty with your machine

Check the chart below and follow the troubleshooting tips.

#### Copy quality difficulties

| Difficulties | Suggestions |
|---|---|
| Vertical black line appears in copies. | Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip or the corona wire for printing is dirty. (See *Cleaning the scanner glass* on page 64 and *Cleaning the corona wire* on page 67.) |

#### Printing difficulties

| Difficulties | Suggestions |
|---|---|
| No printout. | ■ Check that the machine is plugged in and the power switch is turned on.<br>■ Check that the toner cartridge and drum unit are installed correctly. (See *Replacing the drum unit* on page 75.)<br>■ Check the interface cable connection on both the machine and your computer. (See *the Quick Setup Guide*.)<br>■ Check that the correct printer driver has been installed and chosen.<br>■ Check to see if the LCD is showing an error message. (See *Error and maintenance messages* on page 56.)<br>■ Check that machine is online:<br>(For Windows Vista®)<br>Click the **Start** button, **Control Panel**, **Hardware and Sound**, and then **Printers**. Right-click **TYPE SP 1200S Printer**. Make sure that **Use Printer Offline** is unchecked.<br>(For Windows® XP)<br>Click the **Start** button and choose **Printers**. Right-click **TYPE SP 1200S Printer**. Make sure that **Use Printer Offline** is unchecked.<br>(For Windows® 2000)<br>Click the **Start** button and choose **Settings** and then **Printers**. Right-click **TYPE SP 1200S Printer**. Make sure that **Use Printer Offline** is unchecked. |
| The machine prints unexpectedly or it prints garbage. | ■ Pull out the paper tray and wait until the machine stops printing. Then turn off the machine's power switch and disconnect from the power for several minutes.<br>■ Check the settings in your application to make sure it is set up to work with your machine. |

## Printing difficulties (continued)

| Difficulties | Suggestions |
|---|---|
| The machine prints the first couple of pages correctly, then some pages have text missing. | ■ Check the settings in your application to make sure that it is set up to work with your machine.<br>■ Your computer is not recognising the machine's input buffer's full signal. Make sure that you connected the interface cable correctly. (See *the Quick Setup Guide*.) |
| The headers or footers appear when the document displays on the screen but they do not show up when it is printed. | There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this. |

## Scanning difficulties

| Difficulties | Suggestions |
|---|---|
| TWAIN errors appear while scanning. | Make sure that the TWAIN driver is chosen as the primary source. In PaperPort™ 11SE, click **File**, **Scan or Get Photo** and choose the **TYPE TWAIN driver**. |
| OCR does not work | Try increasing the scanning resolution. |

## Software difficulties

| Difficulties | Suggestions |
|---|---|
| Cannot install software or print. | Run the **Repair Multi-Function Suite** program on the CD-ROM. This program will repair and reinstall the software. |
| Cannot perform '2 in 1' or '4 in 1' printing. | Check that the paper size setting in the application and in the printer driver are the same. |
| The machine does not print from Adobe® Illustrator®. | Try to reduce the print resolution. (See *Advanced tab in the Software User's Guide on the CD-ROM*.) |

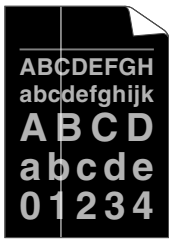
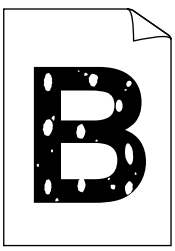
## Paper handling difficulties

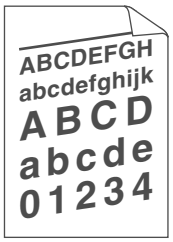
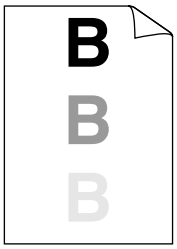
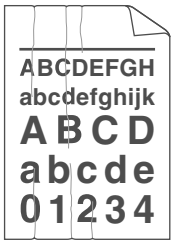
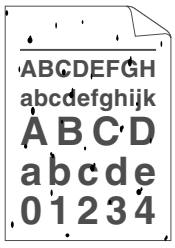
| Difficulties | Suggestions |
|---|---|
| The machine does not load paper.<br>The LCD shows `No Paper` or a Paper Jam message. | ■ If there is no paper, load a new stack of paper into the paper tray.<br>■ If there is paper in the paper tray, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray.<br>■ Reduce the amount of paper in the paper tray, and then try again.<br>■ If the LCD shows Paper Jam message and you still have a problem, see *Paper jams* on page 59. |
| How do I print on envelopes? | You can load envelopes from the manual feed slot. Your application must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your application. (See your application's manual for more information.) |
| Which paper can I use? | You can use plain paper, recycled paper, transparency and labels that are made for laser machines. (For details, see *Acceptable paper and other print media* on page 11.) |
| There is a paper jam. | (See *Paper jams* on page 59.) |

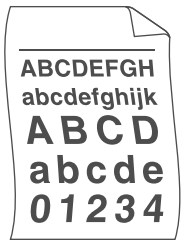
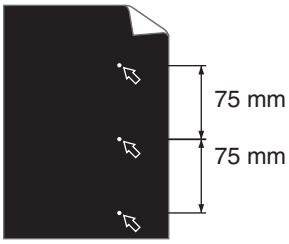
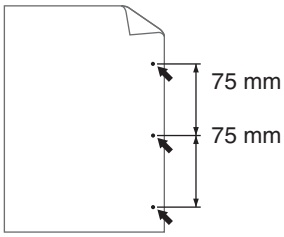
## Print quality difficulties

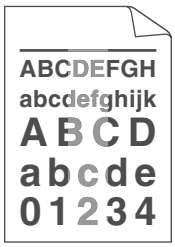
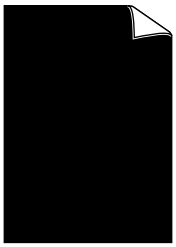
| Difficulties | Suggestions |
|---|---|
| Printed pages are curled. | ■ Low quality thin or thick paper or not printing on the recommended side of the paper could cause this problem. Try turning over the stack of paper in the paper tray.<br>■ Make sure that you choose the Paper Type that suits the print media type you are using. (See *Acceptable paper and other print media* on page 11.) |
| Printed pages are smeared. | The Paper Type setting may be incorrect for the type of print media you are using, or the print media may be too thick or have a rough surface. (See *Acceptable paper and other print media* on page 11 and *Basic tab in the Software User's Guide on the CD-ROM*.) |
| Printouts are too light. | ■ If this problem occurs when making copies or printing, set Toner Save mode to off in the machine menu settings. (See *Toner Save* on page 18.)<br>■ Set Toner Save mode to off in the Advanced tab in the printer driver. (See *Advanced tab in the Software User's Guide on the CD-ROM*.) |

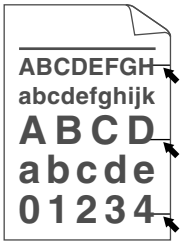
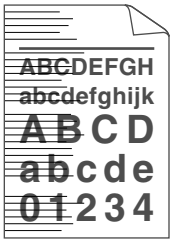
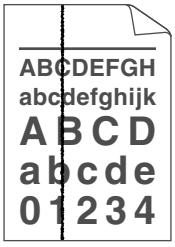
## Improving the print quality

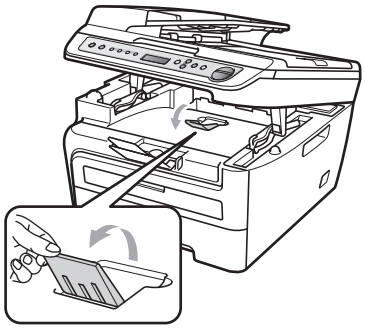
| Examples of poor print quality | Recommendation |
|---|---|
| <br>**White lines across the page** | ■ Make sure that you use paper that meets our specifications. A rough surfaced paper or thick print media can cause the problem. (See *Acceptable paper and other print media* on page 11.)<br>■ Make sure that you choose the appropriate media type in the printer driver or in the machine's Paper Type menu setting. (See *Acceptable paper and other print media* on page 11 and *Basic tab in the Software User's Guide on the CD-ROM*.)<br>■ The problem may disappear by itself. Print multiple pages to clear this problem, especially if the machine has not been used for a long time.<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.) |
|  <br>**White lines down the page** | ■ Wipe the laser scanner windows with a soft cloth. (See *Cleaning the laser scanner window* on page 65.)<br>■ Make sure that a torn sheet of paper is not inside the machine covering the scanner window.<br>■ The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing a toner cartridge* on page 71.)<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.) |
|  <br>**Hollow print** | ■ Make sure that you use paper that meets our specifications. (See *Acceptable paper and other print media* on page 11.)<br>■ Choose **Thick paper** mode in the printer driver, choose `Thick` in the machine's Paper Type menu setting or use thinner paper than you are currently using. (See *Paper type* on page 17 and *Basic tab in the Software User's Guide on the CD-ROM*.)<br>■ Check the machine's environment. Conditions such as high humidity can cause hollow print. (See *Choosing a location* on page 32.)<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.) |
| <br>**Grey background** | ■ Make sure that you use paper that meets our specifications. (See *Acceptable paper and other print media* on page 11.)<br>■ Check the machine's environment. Conditions such as high temperatures and high humidity can increase the amount of background shading. (See *Choosing a location* on page 32.)<br>■ The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing a toner cartridge* on page 71.)<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.) |

| Examples of poor print quality | Recommendation |
|---|---|
|  <br>**Page skewed** | ■ Make sure that the paper or other print media is loaded correctly in the paper tray and that the guides are not too tight or too loose against the paper stack.<br>■ Set the paper guides correctly. (See *Loading paper in the paper tray* on page 6.)<br>■ The paper tray may be too full.<br>■ If you are using the manual feed slot, see *Loading paper in the manual feed slot* on page 7.<br>■ Check the paper type and quality. (See *Acceptable paper and other print media* on page 11.) |
|  <br>**Ghost** | ■ Make sure that you use paper that meets our specifications. Rough-surfaced paper or thick paper may cause the problem. (See *Acceptable paper and other print media* on page 11.)<br>■ Make sure that you choose the correct media type in the printer driver or in the machine's Paper Type menu setting. (See *Acceptable paper and other print media* on page 11 and *Basic tab in the Software User's Guide on the CD-ROM*.)<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.)<br>■ The fuser unit may be contaminated. Call your dealer for service. |
|  <br>**Wrinkles or creases** | ■ Check the paper type and quality. (See *Acceptable paper and other print media* on page 11.)<br>■ Make sure that paper is loaded correctly. (See *Loading paper in the paper tray* on page 6.)<br>■ Turn over the stack of paper in the tray or rotate the paper 180° in the input tray. |
|  <br>**Poor fixing** | ■ Choose **Improve Toner Fixing** mode in the printer driver. (See *Device Options in the Software User's Guide on the CD-ROM*.)<br>If this selection does not provide enough improvement, choose **Thicker Paper** in **Media Type** settings. |

| Examples of poor print quality | Recommendation |
|---|---|
|  <br>**Curled or wavy** | ■ Check the paper type and quality. High temperatures and high humidity will cause paper to curl.<br>■ If you do not use the machine often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack and then rotate the paper 180° in the paper tray. |
|  <br>**White Spots on black text and graphics at 75 mm intervals**<br>  <br>**Black Spots at 75 mm intervals** | ■ Make ten copies of a blank, white sheet of paper. (See *Making multiple copies* on page 22.) If the problem is not solved, the drum unit may have glue from a label stuck on the OPC drum surface. Clean the drum unit. (See *Cleaning the drum unit* on page 68.)<br>■ The drum unit may be damaged. Put in a new drum. (See *Replacing the drum unit* on page 75.) |

| Examples of poor print quality | Recommendation |
|---|---|
|  <br>**Faint** | ■ Check the machine's environment. Conditions such as humidity, high temperatures, and so on, may cause this print fault. (See *Choosing a location* on page 32.)<br>■ If the whole page is too light, Toner Save mode may be on. Turn off `Toner Save` mode in the machine menu settings or **Toner Save** mode in the printer **Properties** of the driver. (See *Toner Save* on page 18 or *Advanced tab in the Software User's Guide on the CD-ROM*.)<br>■ Clean the scanner window and the corona wire of the drum unit. (See *Cleaning the laser scanner window* on page 65 and *Cleaning the corona wire* on page 67.)<br>■ The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing a toner cartridge* on page 71.)<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.) |
| <br>**Toner specks** | ■ Make sure that you use paper that meets our specifications. Rough-surfaced paper may cause the problem. (See *Acceptable paper and other print media* on page 11.)<br>■ Clean the corona wire and the drum unit. (See *Cleaning the corona wire* on page 67 and *Cleaning the drum unit* on page 68.)<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.)<br>■ The fuser unit may be contaminated. Call your dealer for service. |
|  <br>**All black** | ■ Clean the corona wire inside the drum unit by sliding the blue tab. Be sure to return the blue tab to the home position (▲). (See *Cleaning the corona wire* on page 67.)<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.)<br>■ The fuser unit may be contaminated. Call your dealer for service. |

| Examples of poor print quality | Recommendation |
|---|---|
|  <br>**Black toner marks across the page** | ■ Make sure that you use paper that meets our specifications. (See *Acceptable paper and other print media* on page 11.)<br>■ If you use label sheets for laser machines, the glue from the sheets may sometimes stick to the OPC drum surface. Clean the drum unit. (See *Cleaning the drum unit* on page 68.)<br>■ Do not use paper that has clips or staples because they will scratch the surface of the drum.<br>■ If the unpacked drum unit is in direct sunlight or room light, the unit may be damaged.<br>■ The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing a toner cartridge* on page 71.)<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.) |
|  <br>**Line across the page** | ■ Clean the laser scanner window and the corona wire inside the drum unit. (See *Cleaning the laser scanner window* on page 65 and *Cleaning the corona wire* on page 67.)<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.) |
|  <br>**Black lines down the page**<br>**Printed pages have toner stains down the page** | ■ Clean the corona wire inside the drum unit by sliding the blue tab. Be sure to return the blue tab to the home position (▲). (See *Cleaning the corona wire* on page 67.)<br>■ The toner cartridge may be damaged. Put in a new toner cartridge. (See *Replacing a toner cartridge* on page 71.)<br>■ The drum unit may be damaged. Put in a new drum unit. (See *Replacing the drum unit* on page 75.)<br>■ The fuser unit may be smudged. Call your dealer for service. |

| Examples of poor print quality | Recommendation |
|---|---|
| <br>**Curled** | ■ Choose **Reduce Paper Curl** mode in the printer driver when you do not use our recommended paper. (See *Device Options in the Software User's Guide on the CD-ROM*.)<br>■ Turn the paper over in the paper tray, and print again. (Excluding Letterhead paper)<br>■ Lift up the output tray support flap.<br>  <br>■ Replace the paper in the paper tray with paper from a freshly opened ream.<br>■ Make sure you are using paper that is recommended for your machine. (See *Acceptable paper and other print media* on page 11.) |

# Error and maintenance messages

As with any sophisticated office product, errors may occur and consumable items may need to be replaced. If this happens, your machine identifies the error or required routine maintenance and shows the appropriate message. The most common error and maintenance messages are shown below.

You can correct most errors and routine maintenance by yourself.

| Error Message | Cause | Action |
|---|---|---|
| Cartridge Error | The toner cartridge is not installed correctly. | Pull out the drum unit, take out the toner cartridge that is indicated on the LCD, and put it back into the drum unit again. |
| Drum End Soon | The drum unit is near the end of its life. | Use the drum unit until you have a print quality problem; then replace the drum unit with a new one.<br>(See *Replacing the drum unit* on page 75.) |
| Cooling Down<br>Wait for a while | The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the LCD shows Cooling Down, and Wait for a while. | Make sure that you can hear the fan in the machine spinning and that the exhaust outlet is not blocked by something.<br>If the fan is spinning, remove any obstacles that surround the exhaust outlet, and then leave the machine turned on but do not use it for several minutes.<br>If the fan is not spinning do the following:<br>Disconnect the machine from the power for several minutes and then reconnect it. |
| Cover is Open | The front cover is not closed completely. | Close the front cover of the machine. |
| Cover is Open | The fuser cover is not closed completely. | Close the fuser cover of the machine. |
| Cover is Open | The fuser cover is not closed completely or paper was jammed in the back of the machine when you turned on the power. | Make sure paper is not jammed inside the back of the machine, and then close the fuser cover and press **Start**. |
| Document Jam | The document was not inserted or fed correctly, or the document scanned from the ADF was too long. | See *Document jams* on page 58 or *Using the automatic document feeder (ADF)* on page 15. |
| Drum Error | The corona wire on the drum unit needs to be cleaned. | Clean the corona wire on the drum unit. (See *Cleaning the corona wire* on page 67.) |
| | The drum unit has reached the end of its life. | Replace the drum unit. (See *Replacing the drum unit* on page 75.) |
| Fuser Error | The temperature of fuser unit does not rise at a specified temperature within specified time. | Turn the power switch off, wait a few seconds, and then turn it on again. Leave the machine for 15 minutes with the power on. |
| | The fuser unit is too hot. | |

| Error Message | Cause | Action |
|---|---|---|
| Init Unable XX | The machine has a mechanical problem. | Disconnect the machine from the power for several minutes and then reconnect it. |
| Jam Rear | The paper is jammed in the back of the machine. | (See *Paper jams* on page 59.) |
| Jam Inside | The paper is jammed inside the machine. | (See *Paper jams* on page 59.) |
| Jam Tray | The paper is jammed in the paper tray of the machine. | (See *Paper jams* on page 59.) |
| No Paper | The machine is out of paper or paper is not correctly loaded in the paper tray. | Do one of the following:<br>■ Refill the paper in the paper tray, and then press **Start**.<br>■ Remove the paper and load it again, and then press **Start**. |
| Out of Memory | The machine's memory is full. | **Copy operation in progress**<br>Do one of the following:<br>■ Press **Start** to copy the scanned pages.<br>■ Press **Stop/Exit** and wait until the other operations in progress finish, and then try again.<br>■ Clear the data from the memory. (See *Out of memory message* on page 27.)<br>**Print operation in process**<br>Reduce print resolution. (See *Advanced tab in the Software User's Guide on the CD-ROM*.) |
| Print Unable XX | The machine has a mechanical problem. | Disconnect the machine from the power for several minutes and then reconnect it. |
| Scan Unable XX | The machine has a mechanical problem. | Disconnect the machine from the power for several minutes and then reconnect it. |
| Toner Life End | The drum unit and toner cartridge assembly is not installed correctly, or the toner cartridge is used up and printing is not possible. | Do one of the following:<br>■ Re-install the toner cartridge and drum unit assembly.<br>■ Replace the empty toner cartridge with a new one. (See *Replacing a toner cartridge* on page 71.) |
| Toner Low | If the LCD shows Toner Low, you can still print; however, the machine is telling you that the toner cartridge is near the end of its life and the toner will soon need replacing. | Order a new toner cartridge now. |

## Document jams

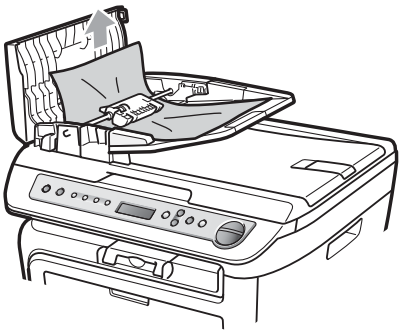
If the document is jammed, follow the steps below.

**Note**

After removing a jammed document, check that no paper scraps are left in the machine that could cause another jam.

### Document is jammed in the top of the ADF unit

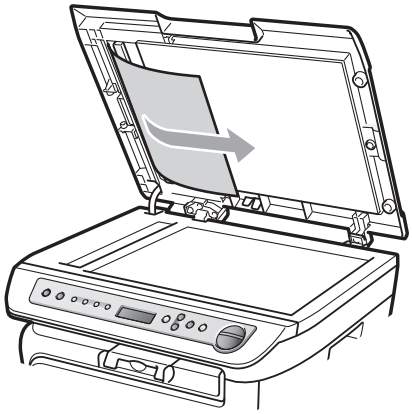
1. Take out any paper from the ADF that is not jammed.
2. Open the ADF cover.
3. Pull the jammed document out to the left.



4. Close the ADF cover.
5. Press **Stop/Exit**.

### Document is jammed under the document cover

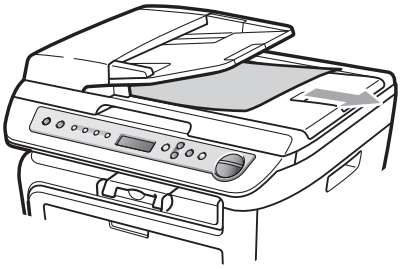
1. Take out any paper from the ADF that is not jammed.
2. Lift the document cover.
3. Pull the jammed document out to the right.



4. Close the document cover.
5. Press **Stop/Exit**.

### Document is jammed at the output tray

1. Pull the jammed document out to the right.



2. Press **Stop/Exit**.

# Paper jams

To clear paper jams, please follow the steps in this section.

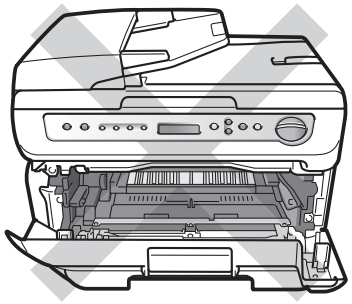
**Note**

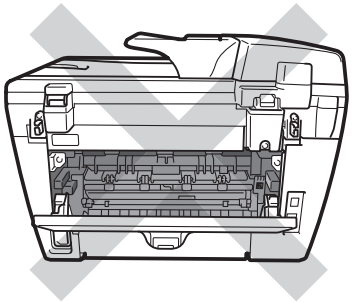
- Please confirm that you have installed both a toner cartridge and a drum unit in the machine. If you have not installed a drum unit or have installed the drum unit incorrectly, then this may cause a paper jam in your machine.
- If the error message remains, open and close the front cover and fuser cover firmly to reset the machine.

**WARNING**

**HOT SURFACE**

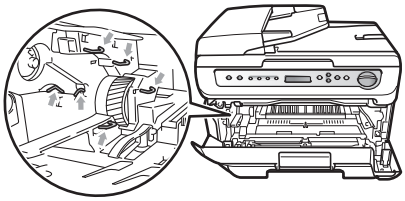
After you have just used the machine, some internal parts of the machine will be extremely hot. To prevent injury, when you open the front or back cover (back output tray) of the machine, DO NOT touch the shaded parts shown in the illustration.





**CAUTION**

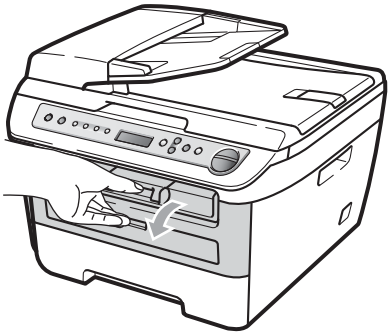
To prevent damage to the machine caused by static electricity, DO NOT touch the electrodes shown in the illustration.



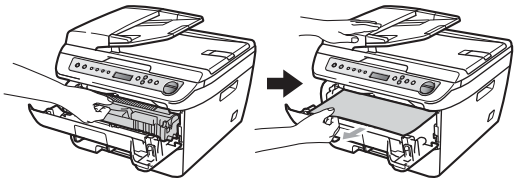
B

## Paper is jammed inside the machine

1. Open the front cover.



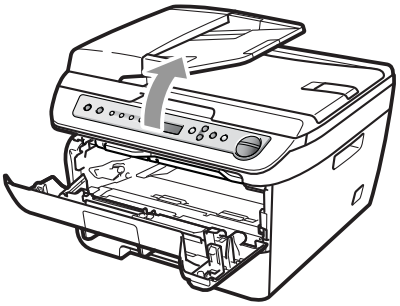
2 Slowly take out the drum unit and toner cartridge assembly. The jammed paper will be pulled out with the toner cartridge and drum unit assembly.



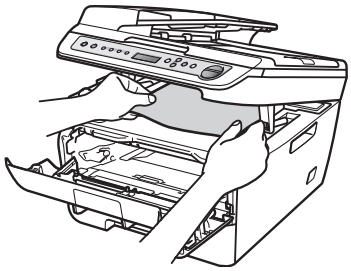
**CAUTION**

We recommend that you place the drum unit and toner cartridge assembly on a clean, flat surface with a piece of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

3 If you cannot remove the drum unit and toner cartridge assembly easily, do not use extra force. Instead, lift the scanner cover.

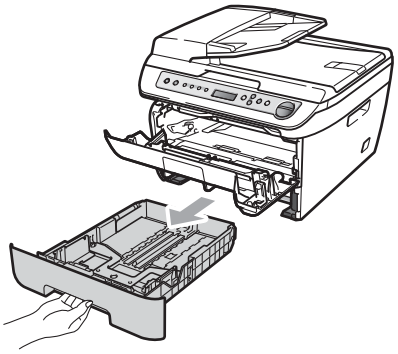


Use both hands to carefully pull the jammed paper up and out of the output tray opening.

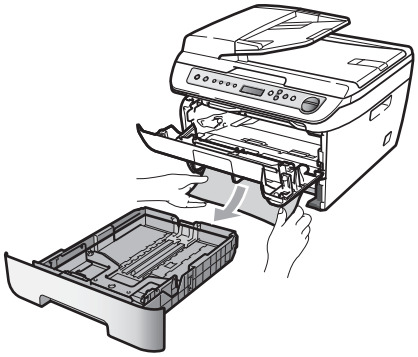


4 Close the scanner cover.

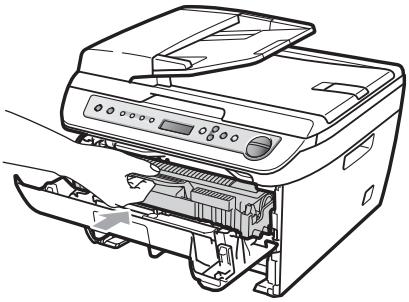
5 If you cannot pull the jammed paper out of the output tray opening, take the paper tray completely out of the machine.



6 Pull the jammed paper out of the paper tray opening.



7 Put the drum unit and toner cartridge assembly back in the machine.

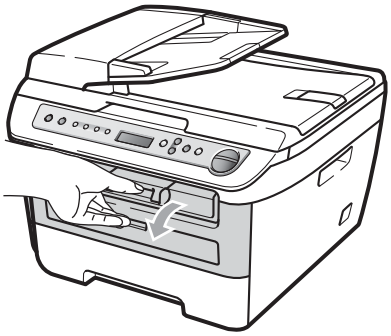


8 Put the paper tray back in the machine.

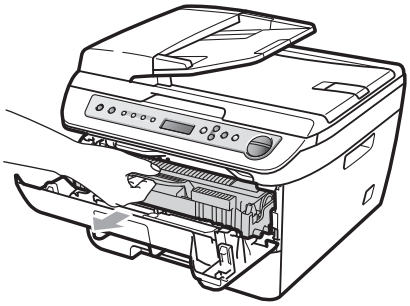
9 Close the front cover.

### Paper is jammed at the back of the machine

1 Open the front cover.



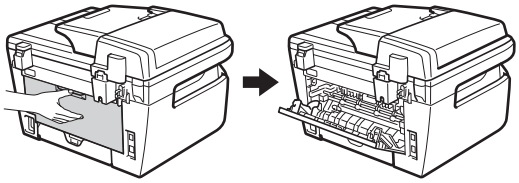
2 Slowly take out the drum unit and toner cartridge assembly.



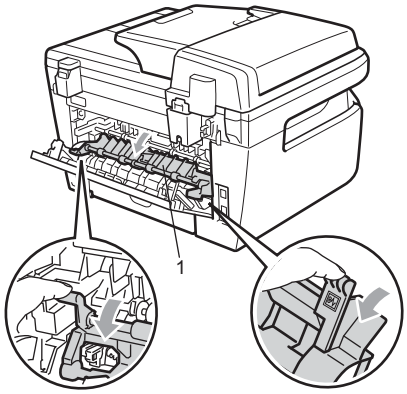
**CAUTION**

We recommend that you place the drum unit and toner cartridge assembly on a clean, flat surface with a piece of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

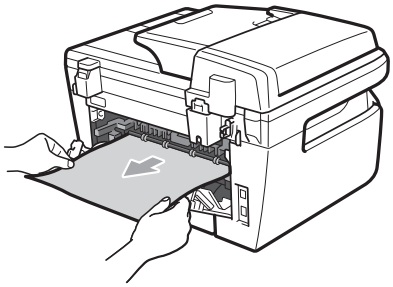
3 Open the back cover (back output tray).



4 Pull the tabs toward you to open the fuser cover (1).

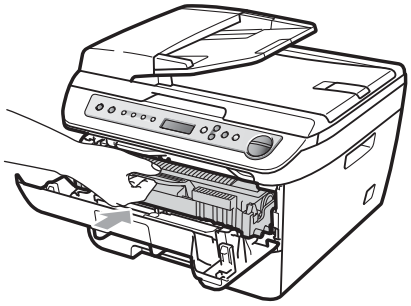



5 Pull the jammed paper out of the fuser unit.



6 Close the back cover (back output tray).

7 Put the drum unit and toner cartridge assembly back in the machine.

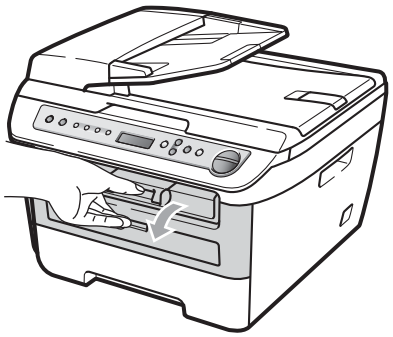


8 Close the front cover.

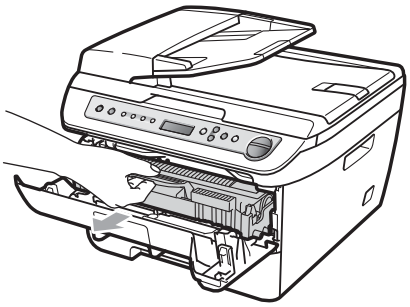
B

### Paper is jammed inside the drum unit and toner cartridge assembly

1 Open the front cover.



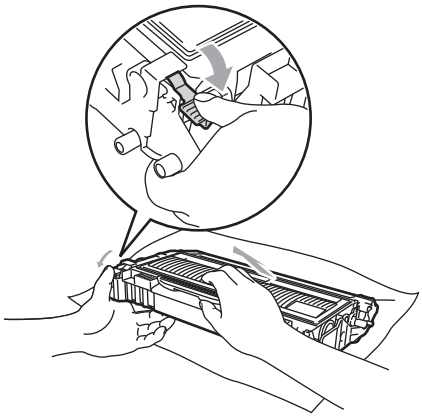
2 Slowly take out the drum unit and toner cartridge assembly.



**CAUTION**

We recommend that you place the drum unit and toner cartridge assembly on a clean, flat surface with a piece of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

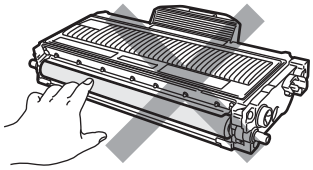
3 Push down the blue lock lever and take the toner cartridge out of the drum unit.

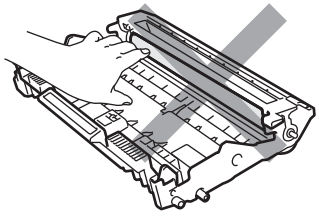


**CAUTION**

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

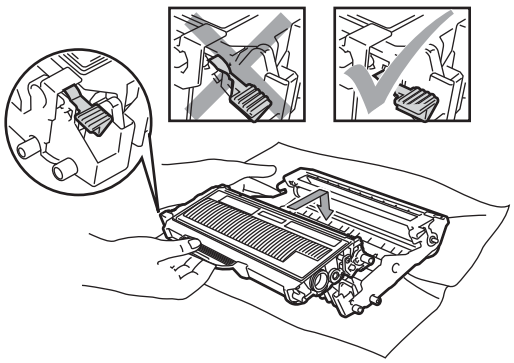
To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations below.



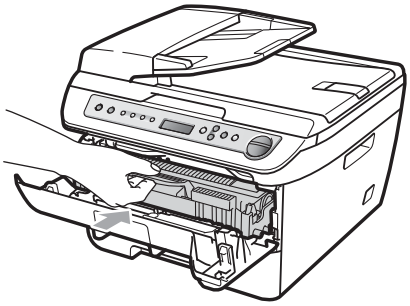


4 Clear the jammed paper if there is any inside the drum unit.

5 Put the toner cartridge back into the drum unit until you hear it lock into place. If you put it in correctly, the blue lock lever will lift automatically.



6 Put the drum unit and toner cartridge assembly back in the machine.



7 Close the front cover.

# Routine maintenance

**WARNING**

Use neutral detergents.

DO NOT use any flammable substances, spray or organic solvent/liquids containing alcohol/ammonia to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock. For more information see *Important information* on page 33.

**CAUTION**

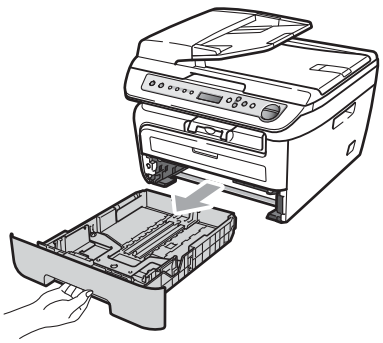
The drum unit contains toner, so handle it carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

B

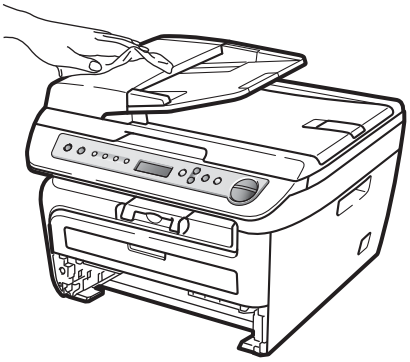
## Cleaning the outside of the machine

1 Turn off the machine's power switch. Disconnect all cables, and then unplug the power cord from the electrical socket.

2 Pull the paper tray completely out of the machine.

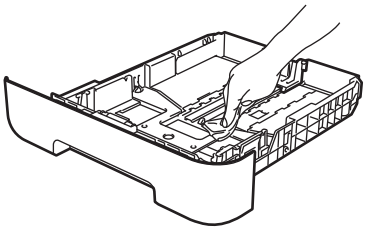


3 Wipe the outside of the machine with a soft cloth to remove dust.



4 Remove any paper that is in the paper tray.

5 Wipe the inside and the outside of the paper tray with a soft cloth to remove dust.



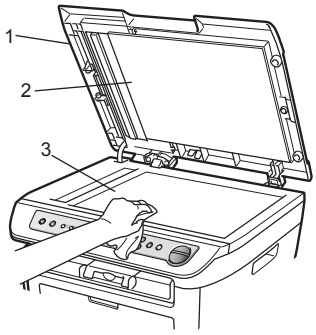
6 Re-load the paper and put the paper tray firmly back in the machine.

7 Plug the machine's power cord back into the electrical socket first, and then reconnect all cables. Turn on the machine's power switch.

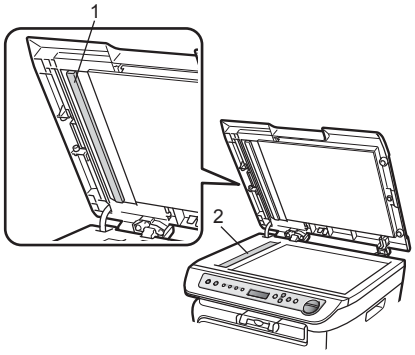
## Cleaning the scanner glass

1 Turn off the machine's power switch. Disconnect all cables and then unplug the power cord from the electrical socket.

2 Lift the document cover (1).
Clean the white plastic surface (2) and scanner glass (3) underneath it with a soft lint-free cloth moistened with water.




3 In the ADF unit, clean the white bar (1) and the scanner glass strip (2) underneath it with a soft lint-free cloth moistened with water.



4 Plug the machine's power cord back into the electrical socket first, and then reconnect all cables. Turn on the machine's power switch.

**Note**

In addition to cleaning the scanner glass and glass strip with a soft lint-free cloth moistened with water, run your finger tip over the glass to see if you can feel anything on it. If you feel dirt or debris, clean the glass again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning.

## Cleaning the laser scanner window

**WARNING**

Use neutral detergents.

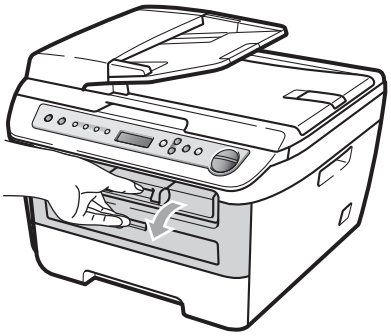
DO NOT use any flammable substances, spray or organic solvent/liquids containing alcohol/ammonia to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock. For more information see *Important information* on page 33.

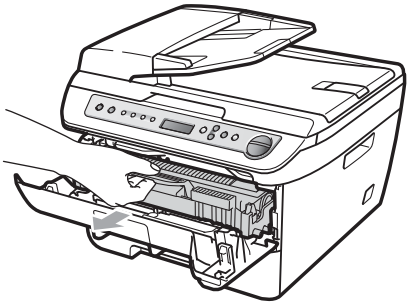
**CAUTION**

DO NOT touch the laser scanner window with your fingers.

1 Before you clean the inside of the machine, turn off the machine's power switch.
Unplug the power cord from the electrical socket.

2 Open the front cover and slowly take out the drum unit and toner cartridge assembly.

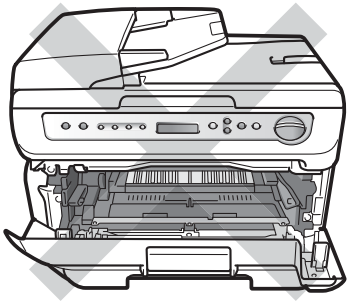




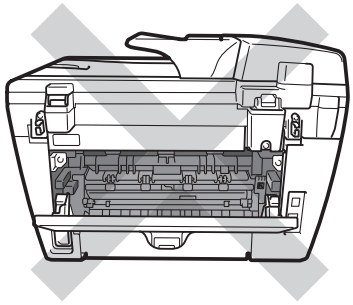
**WARNING**

**HOT SURFACE**

After you have just used the machine, some internal parts of the machine will be extremely hot. To prevent injury, when you open the front or back cover (back output tray) of the machine, DO NOT touch the shaded parts shown in the illustration.

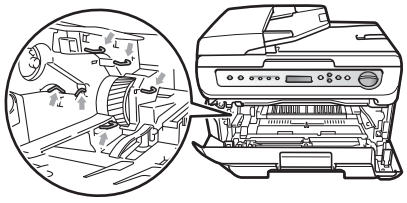


B



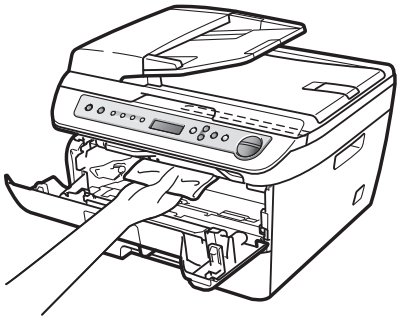
**CAUTION**

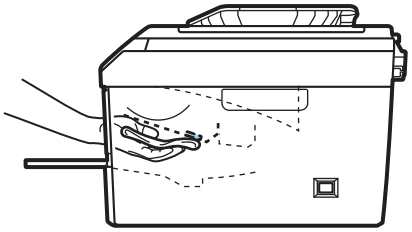
To prevent damage to the machine caused by static electricity, DO NOT touch the electrodes shown in the illustration.



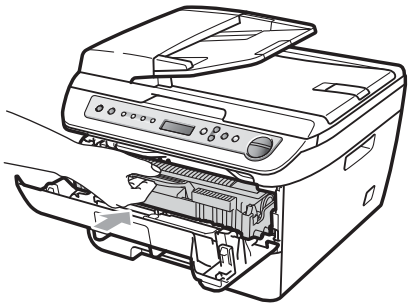
We recommend that you place the drum unit on a clean, flat surface with a piece of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

3 Wipe the laser scanner window by wiping it with a clean soft, dry lint-free cloth.





4 Put the drum unit and toner cartridge assembly back in the machine.



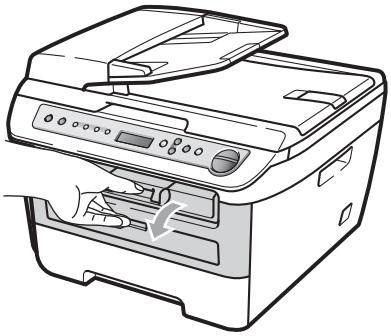
5 Close the front cover.

6 Plug the machine's power cord back into the electrical socket.
Turn on the machine's power switch.

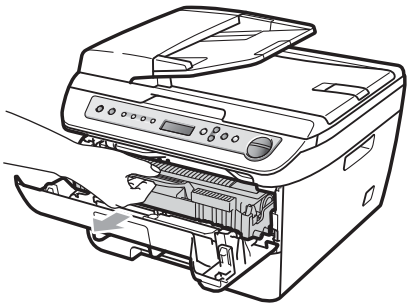
## Cleaning the corona wire

If you have print quality problems, clean the corona wire as follows:

1. Turn off the machine's power switch. Disconnect all cables, and then unplug the power cord from the electrical socket.
2. Open the front cover.



3. Slowly take out the drum unit and toner cartridge assembly.



**CAUTION**

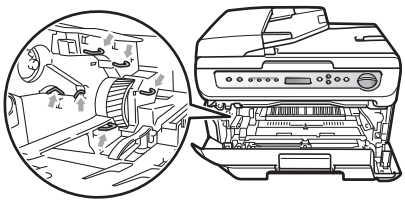
We recommend that you place the drum unit and toner cartridge assembly on a clean, flat surface with a piece of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

---

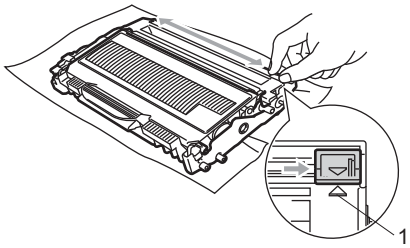
Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

---

To prevent damage to the machine caused by static electricity, DO NOT touch the electrodes shown in the illustration.



4. Clean the corona wire inside the drum unit by gently sliding the blue tab from right to left and left to right several times.




**CAUTION**

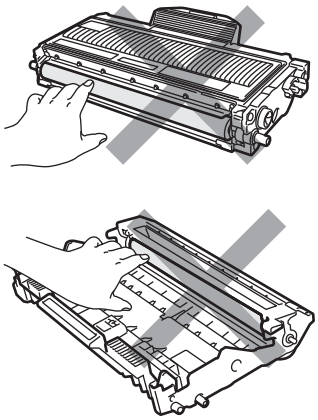
Be sure to return the blue tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

5. Put the drum unit and toner cartridge assembly back in the machine.
6. Close the front cover.

7 Plug the machine's power cord back into the electrical socket first, and then reconnect all cables. Turn on the machine's power switch.

**CAUTION**

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations below.

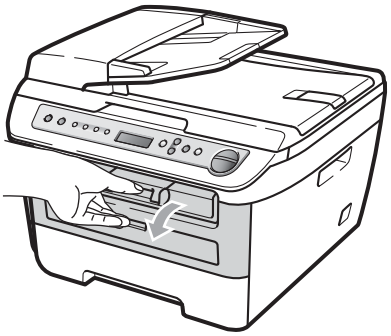


## Cleaning the drum unit

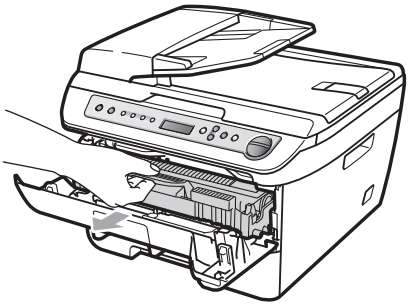
If you have print quality problems, clean the drum unit as follows.

1 Turn off the machine's power switch. Unplug the power cord from the electrical socket.

2 Open the front cover.



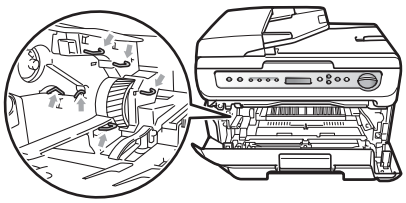
3 Slowly take out the drum unit and toner cartridge assembly.



**CAUTION**

We recommend that you put the drum unit and toner cartridge assembly on a clean, flat surface with a piece of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

To prevent damage to the machine caused by static electricity, DO NOT touch the electrodes shown in the illustration.

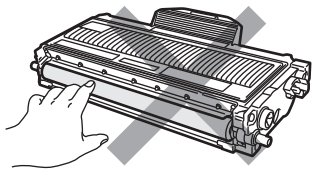


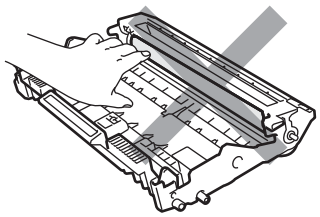
4 Push down the blue lock lever and take the toner cartridge out of the drum unit.

**CAUTION**

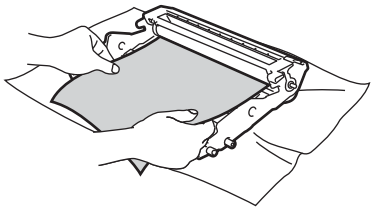
Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations below.

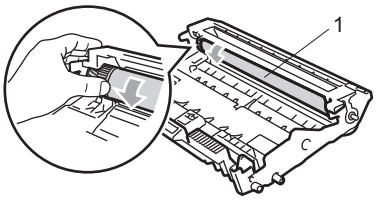




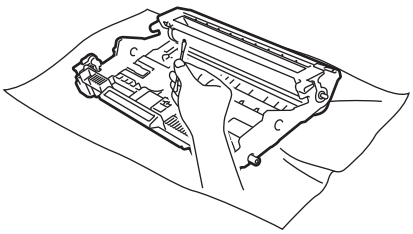
5 Put the print sample in front of the drum unit, and find the exact position of the poor print.



6 Turn the drum unit gear by hand while looking at the surface of the OPC drum (1).




7 When you have found the mark on the drum that matches the print sample, wipe the surface of the OPC drum with a dry cotton swab until the dust or glue on the surface comes off.



**CAUTION**

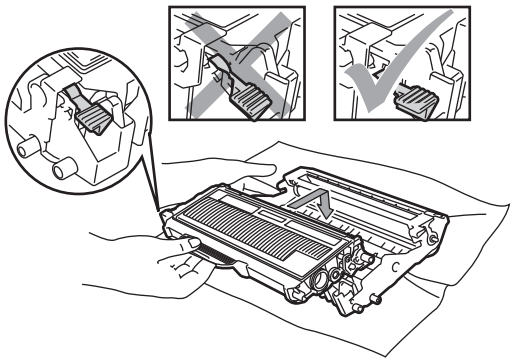
The drum is photosensitive so DO NOT touch it with your fingers.

DO NOT clean the surface of the photosensitive drum with a sharp object.

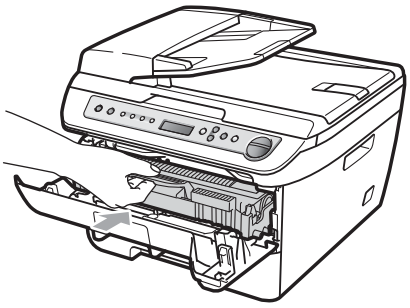
B

DO NOT use excessive force when cleaning the drum unit.

8 Put the toner cartridge back into the drum unit until you hear it lock into place. If you put the cartridge in correctly, the blue lock lever will lift automatically.



9 Put the drum unit and toner cartridge assembly back in the machine.

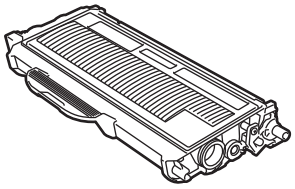
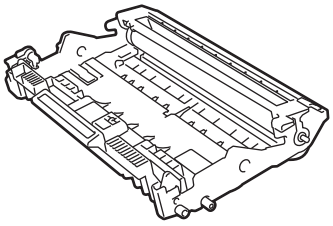


10 Close the front cover.

11 Plug the machine’s power cord back into the electrical socket first, and then reconnect all cables. Turn on the machine’s power switch.

# Replacing the consumable items

You will need to replace the consumable items when the machine indicates that the life of the consumable is over.

| Toner cartridge | Drum unit |
|---|---|
|  |  |
| **Print Cartridge SP 1200E** (for Europe)<br>**Print Cartridge SP 1200S** (for Asia) | **Drum Unit SP 1200**<br>(Approx. 12,000 pages A4/Letter pages) |

[1] Approx. cartridge yield is declared in accordance with ISO/IEC 19752.

**Note**

- Discard used consumable items according to local regulations. (See *EU Directive 2002/96/EC and EN50419* on page 38.) If you have questions, call your local waste disposal office. Be sure to reseal the consumable items tightly so that the material inside does not spill.
- We recommend placing used consumable items on a piece of paper to prevent accidentally spilling or scattering the material inside.
- If you use paper that is not a direct equivalent for the recommended paper, the life of consumable items and machine parts may be reduced.

## Replacing a toner cartridge

The toner cartridges can print approximately 2,600 pages [1]. Actual page count will vary depending on your average type of document (i.e., standard letter, detailed graphics). When a toner cartridge is running low, the LCD shows `Toner Low`.

[1] Approx. cartridge yield is declared in accordance with ISO/IEC 19752.

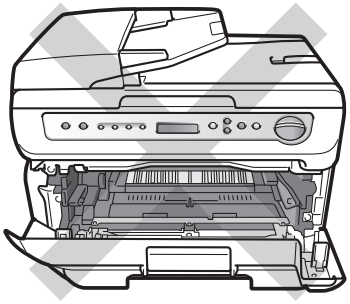
**Note**

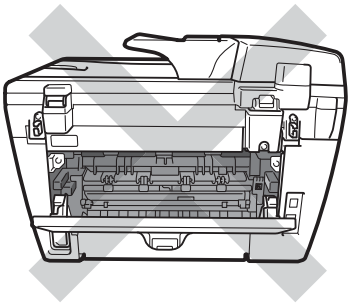
It is a good idea to keep a new toner cartridge ready for use when you see the `Toner Low` warning.

**WARNING**

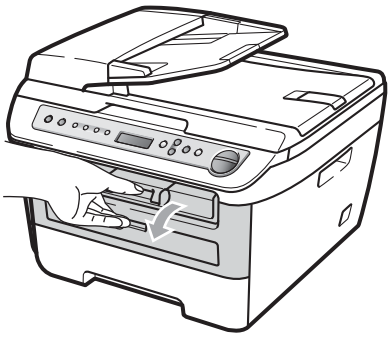
**HOT SURFACE**

After you have just used the machine, some internal parts of the machine will be extremely hot. To prevent injury, when you open the front or back cover (back output tray) of the machine, DO NOT touch the shaded parts shown in the illustration.

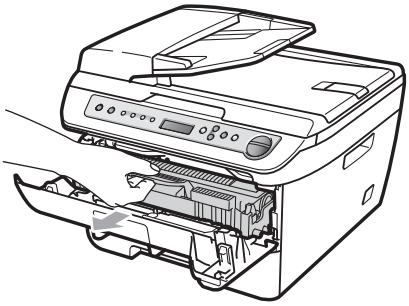




1. Open the front cover.



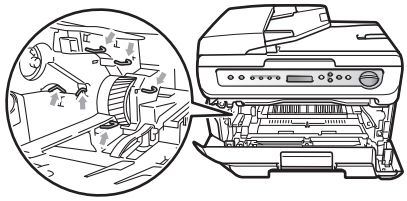
2. Slowly take out the drum unit and toner cartridge assembly.



**CAUTION**

We recommend that you put the drum unit and toner cartridge assembly on a clean, flat surface with a piece of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

To prevent damage to the machine caused by static electricity, DO NOT touch the electrodes shown in the illustration.



3. Push down the blue lock lever and take the used toner cartridge out of the drum unit.

**WARNING**

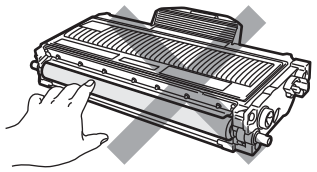
DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.

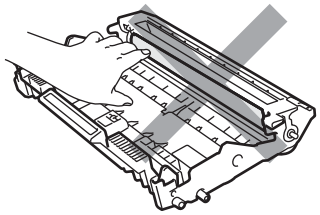
**CAUTION**

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

---

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.





---

This machines are designed to work with toner of a particular specification and will work to a level of optimum performance when used with genuine toner cartridges (SP 1200E (for Europe), SP 1200S (for Asia)). We cannot guarantee this optimum performance if toner or toner cartridges of other specifications are used. We does not therefore recommend the use of cartridges other than genuine cartridges with this machine, or the refilling of empty cartridges with toner from other sources. If damage is caused to the drum unit or other part of this machine as a result of the use of toner or toner cartridges other than genuine products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result may not be covered by the warranty.

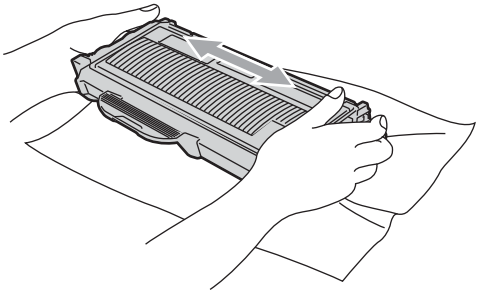
---

Unpack the toner cartridge just before you put it in the machine. If a toner cartridge is left unpacked for a long time, the toner life will be shortened.

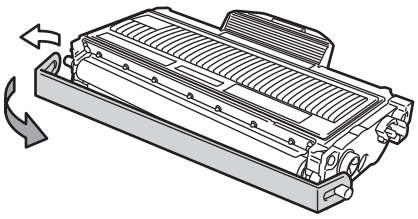
**Note**

Be sure to seal up the used toner cartridge tightly in a suitable bag so that toner powder does not spill out of the cartridge.

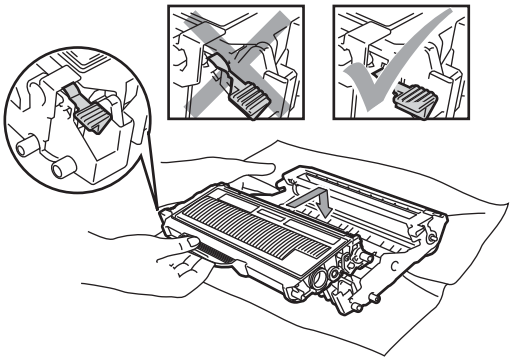
4 Unpack the new toner cartridge. Hold the cartridge level with both hands and gently rock it from side to side five or six times to spread the toner evenly inside the cartridge.



5 Pull off the protective cover.



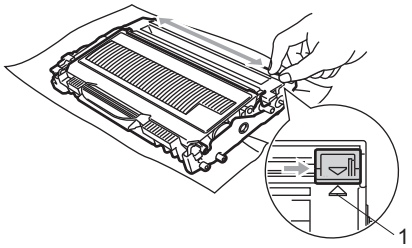
6 Put the new toner cartridge firmly into the drum unit until you hear it lock into place. If you put it in correctly, the lock lever will lift automatically.



**CAUTION**

Make sure that you put in the toner cartridge correctly or it may separate from the drum unit.

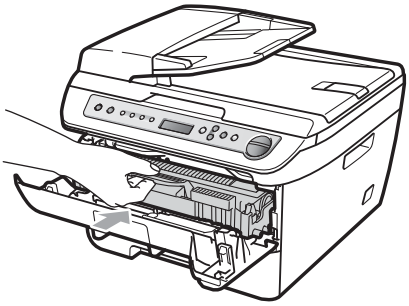
7 Clean the corona wire of the drum unit by gently sliding the blue tab from right to left and left to right several times.




**CAUTION**

Be sure to return the blue tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

8 Put the drum unit and toner cartridge assembly back in the machine.



9 Close the front cover.

**CAUTION**

DO NOT turn off the machine's power switch or open the front cover until the LCD returns to the standby state.

## Replacing the drum unit

The machine uses a drum unit to create print images on paper. If the LCD shows `Drum End Soon`, the drum unit is near the end of its life and it is time to buy a new one. Even if the LCD shows `Drum End Soon`, you may be able to continue printing without having to replace the drum unit for a while. However, if there is a noticeable deterioration in the output print quality (even before `Drum End Soon` appears), then the drum unit should be replaced. You should clean the machine when you replace the drum unit. (See *Cleaning the laser scanner window* on page 65.)

**CAUTION**

While removing the drum unit, handle it carefully because it may contain toner. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.

**Note**

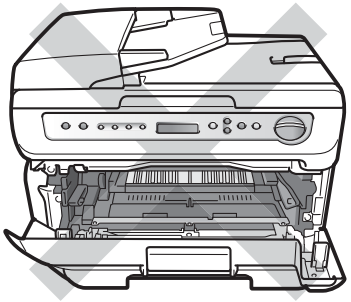
The drum unit is a consumable item, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and how much toner you use for the number of pages per print job. The estimated drum life is approximately 12,000 pages [1]. The actual number of pages your drum will print may be significantly less than this estimate. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

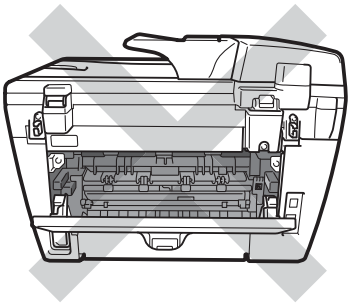
[1] Drum yield is approximate, and may vary by type of use.

**WARNING**

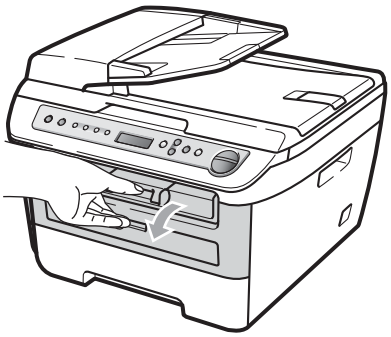
**HOT SURFACE**

After you have just used the machine, some internal parts of the machine will be extremely hot. To prevent injury, When you open the front or back cover (back output tray) of the machine, DO NOT touch the shaded parts shown in the illustration.

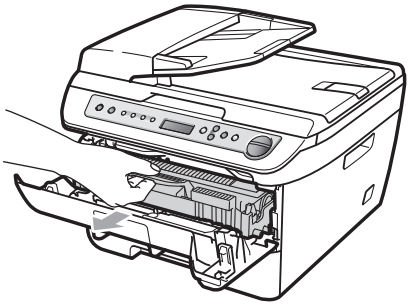




1. Open the front cover.



2 Slowly take out the drum unit and toner cartridge assembly.

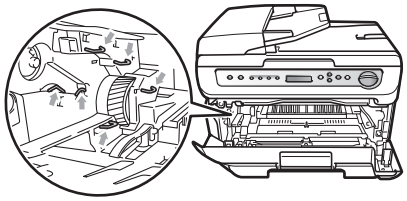


**CAUTION**

We recommend that you put the drum unit and toner cartridge assembly on a clean, flat surface with a piece of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.

---

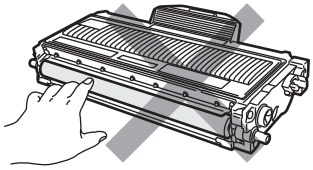
To prevent damage to the machine caused by static electricity, DO NOT touch the electrodes shown in the illustration.

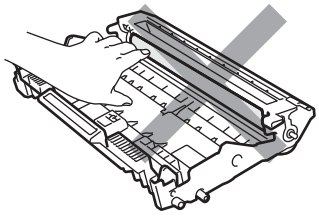


3 Push down the blue lock lever and take the toner cartridge out of the drum unit.

**CAUTION**

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.





---

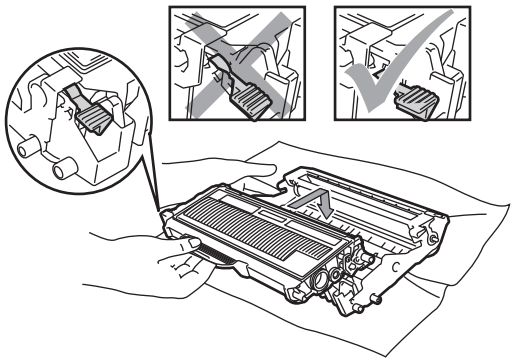
Wait to unpack a new drum unit until immediately before you put it in the machine. Exposure to direct sunlight or room light may damage the drum unit.

**Note**

Be sure to seal up the used drum unit tightly in a bag so that toner powder does not spill out of the unit.

4 Unpack the new drum unit.

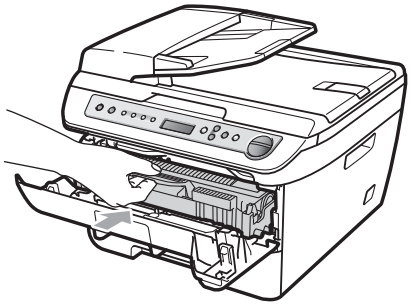
5 Put the toner cartridge firmly into the new drum unit until you hear it lock into place. If you put the cartridge in correctly, the blue lock lever will lift automatically.



**CAUTION**

Make sure that you put in the toner cartridge correctly or it may separate from the drum unit.

6 Put the new drum unit and toner cartridge assembly in the machine.



7 Press **C/⮌ Clear/Back**.
To confirm you are installing a new drum, press ▲.

8 When the LCD shows `Accepted`, close the front cover.

B

# Changing LCD language

You can change the LCD language.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `0.Local Language`.
   Press **OK**.
4. Press ▲ or ▼ to choose your language.
   Press **OK**.
5. Press **Stop/Exit**.

# Machine information

## Checking the serial number

You can see the machine's serial number on the LCD.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `3.Machine Info`.
   Press **OK**.
3. Press ▲ or ▼ to choose `1.Serial No`.
   Press **OK**.
4. Press **Stop/Exit**.

## Checking the page counters

You can see the machine's page counters for copies, printed pages, reports and lists or a summary total.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `3.Machine Info`.
   Press **OK**.
3. Press ▲ or ▼ to choose `2.Page Counter`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Total`, `List`, `Copy` or `Print`.
   You can see the machine's page count.
5. Press **Stop/Exit**.

## Checking the Drum life

You can see the machine's drum life on the LCD.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `3.Machine Info`.
   Press **OK**.
3. Press ▲ or ▼ to choose `3.Drum Life`.
   Press **OK**.
   You can see the remaining percentage of drum life.
4. Press **Stop/Exit**.

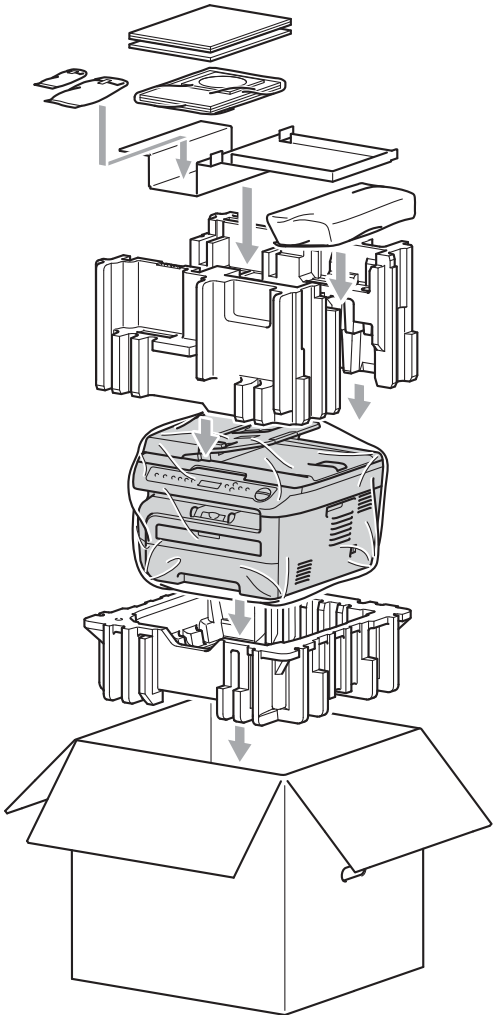
# Packing and shipping the machine

**CAUTION**

Make sure that the machine has fully cooled down by leaving it disconnected from the power for at least 30 minutes before packing.

When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine correctly, you could void your warranty.

1. Turn off the machine's power switch.
2. Unplug all the cables and AC power cord from the machine.
3. Open the front cover.
4. Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.
5. Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag.
6. Close the front cover.
7. Wrap the machine in the plastic bag and place it in the original carton with the original packing material.
8. Pack the drum unit and toner cartridge assembly, AC cord and printed materials in the original carton as shown below:



9. Close the carton and tape it shut.

# C Menu and features

## On-screen programming

Your machine has been designed to be easy to use. The LCD provides on-screen programming using the menu keys.

We have created step by step on-screen instructions to help you program your machine. Simply follow the steps as they guide you through the menu selections and programming options.

### Menu table

You can program your machine by using the *Menu table* on page 82. These pages list the menu selections and options.

Press **Menu** followed by the menu numbers to program your machine.

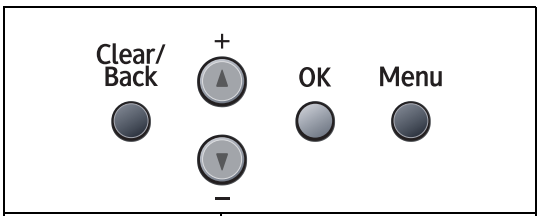
For example, to set `Beeper` volume to `Low`:

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `3.Beeper`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Low`.
   Press **OK**.
5. Press **Stop/Exit**.

### Memory storage

Your menu settings are stored permanently, and in the event of a power failure will *not* be lost. Temporary settings (for example, Contrast) *will* be lost.

## Menu keys



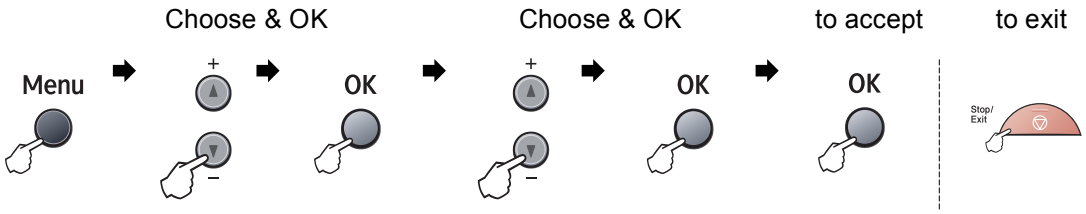

| | |
|---|---|
| Menu | Access the menu. |
| OK | Go to the next menu level.<br>Accept an option. |
| Clear/ Back | Exit the menu by pressing repeatedly.<br>Go back to the previous menu level. |
| + – | Scroll through the current menu level. |
| Stop/ Exit | Exit the menu. |

## How to access the menu mode

1. Press **Menu**.
2. Scroll through each menu level by pressing ▲ or ▼ for the direction you want.
3. Press **OK** when the option you want appears on the LCD.
   The LCD will then show the next menu level.
4. Press ▲ or ▼ to scroll to your next menu selection.
5. Press **OK**.
   When you have finished setting an option, the LCD will show `Accepted`.
6. Press **Stop/Exit** to exit Menu mode.

# Menu table

The factory settings are shown in Bold with an asterisk.




| Main Menu | Submenu | Menu Selections | Options | Descriptions | Page |
|---|---|---|---|---|---|
| 1.General Setup | 1.Paper Type | — | Thin<br>**Plain*** <br>Thick<br>Thicker<br>Transparency<br>Recycled Paper | Sets the type of paper in the paper tray. | 17 |
| | 2.Paper Size | — | **A4***<br>Letter<br>Executive<br>A5<br>A6<br>B5<br>B6 | Sets the size of the paper in the paper tray. | 17 |
| | 3.Beeper | — | Off<br>Low<br>**Med***<br>High | Adjusts the volume level of the beeper. | 17 |
| | 4.Ecology | 1.Toner Save | On<br>**Off*** | Increases the page yield of the toner cartridge. | 18 |
| | | 2.Sleep Time | (00-99)<br>**05Min*** | Conserves power. | 18 |

The factory settings are shown in Bold with an asterisk.

| Main Menu | Submenu | Menu Selections | Options | Descriptions | Page |
|---|---|---|---|---|---|
| 1.General Setup (continued) | 5.LCD Contrast | — | ▼ -□□□□■+ ▲<br>▼ -□□□■□+ ▲<br>▼ **-□□■□□+ ▲*** <br>▼ -□■□□□+ ▲<br>▼ -■□□□□+ ▲ | Adjusts the contrast of the LCD. | 19 |
| | 6.User Settings | — | — | Lists your current settings. | 19 |
| | 0.Local Language | — | (Choose your language.) | Allows you to change the LCD language for your country. | 78 |
| 2.Copy | 1.Quality | — | **Auto*** <br>Text<br>Photo | You can choose the Copy resolution for your type of document. | 25 |
| | 2.Contrast | — | ▼ -□□□□■+ ▲<br>▼ -□□□■□+ ▲<br>▼ **-□□■□□+ ▲*** <br>▼ -□■□□□+ ▲<br>▼ -■□□□□+ ▲ | Adjusts the contrast for copies. | 24 |
| | The factory settings are shown in Bold with an asterisk. | | | | |

C

| Main Menu | Submenu | Menu Selections | Options | Descriptions | Page |
|---|---|---|---|---|---|
| 3.Machine Info.<br>5.Machine Info. | 1.Serial No. | — | — | You can check the serial number of your machine. | 78 |
| | 2.Page Counter | — | Total<br>List<br>Copy<br>Print | You can check the number of total pages the machine has printed during its life. | 78 |
| | 3.Drum Life | — | — | You can check the percentage of a Drum life that remains available. | 78 |
| The factory settings are shown in Bold with an asterisk. | | | | | |

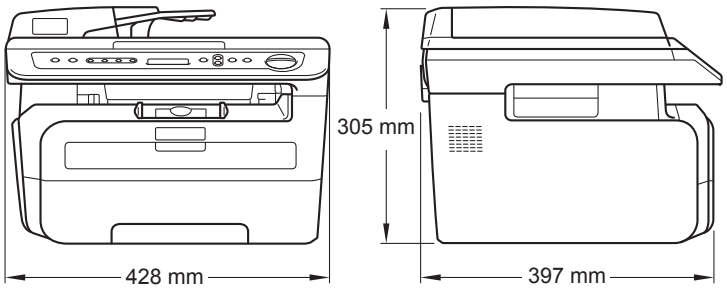
# D Specifications

## General

| | | |
|---|---|---|
| **Printer Type** | Laser | |
| **Print Method** | Electrophotography by semiconductor laser beam scanning | |
| **Memory Capacity** | 16 MB | |
| **LCD (liquid crystal display)** | 16 characters × 2 lines | |
| **Power Source** | 220 - 240V 50/60Hz | |
| **Power Consumption** | Peak: | 1056 W |
| | Copying: | Average 320 W [1] |
| | Sleep: | Average 9 W |
| | Standby: | Average 75 W |

[1] When making a copy from one sheet

**Dimensions**




| | | |
|---|---|---|
| **Weight** | Without Drum/Toner Unit: | 11.1 kg |
| **Noise level** | Sound power | |
| | Operating (Copying): | LWAd = 6.2 Bell |
| | Standby: | LWAd = 4.4 Bell |
| | Sound pressure | |
| | Operating (Copying): | LPAm = 53 dBA |
| | Standby: | LPAm = 32 dBA |

| | | |
|---|---|---|
| **Temperature** | Operating: | 10 to 32.5°C |
| | Storage: | 5 to 35°C |
| **Humidity** | Operating: | 20 to 80% (without condensation) |
| | Storage: | 10 to 90% (without condensation) |
| **ADF (automatic document feeder)** | Up to 35 pages (Staggered) [80 g/m$^2$] | |
| | Recommended Environment for Best Results: | |
| | Temperature: | 20 to 30°C |
| | Humidity: | 50% - 70% |
| | Paper: | Xerox Premier TCF 80 g/m$^2$ or Xerox Business 80 g/m$^2$ |
| **Paper Tray** | 250 Sheets [80 g/m$^2$] | |

# Print media

**Paper Input**

**Paper Tray**

| | |
|---|---|
| ■ Paper Type: | Plain paper, Transparencies [1] or Recycled paper |
| ■ Paper Size: | Letter, A4, B5 (ISO), A5, B6, A6 and Executive, Legal, Folio [2] |
| ■ Paper Weight: | 60 to 105 g/m$^2$ |
| ■ Maximum paper tray capacity: | Up to 250 sheets of 80 g/m$^2$ plain paper |

**Manual Feed Slot**

| | |
|---|---|
| ■ Paper Type: | Plain paper, Transparencies, Recycled paper, Bond paper, Envelopes or Labels [1] |
| ■ Paper Size: | Width: 76.2 to 220 mm<br>Length:116 to 406.4 mm |
| ■ Paper Weight: | 60 to 163 g/m$^2$ |
| ■ Maximum manual feed slot capacity: | One sheet at a time |

[1] For transparencies and labels, we recommend removing printed pages from the output paper tray immediately after they exit the machine to avoid the possibility of smudging.

[2] Legal and Folio are avaliable in Asia model.

**Paper Output** Up to 100 sheets (with 80 g/m$^2$ (20 lb) paper, A4/LT size)

# Copy

| | | |
|---|---|---|
| **Colour/Monochrome** | Monochrome | |
| **Document Size** | ADF Width: | 148.0 to 215.9 mm |
| | ADF Length: | 148.0 to 355.6 mm |
| | Scanner Glass Width: | Max. 215.9 mm |
| | Scanner Glass Length: | Max. 297 mm |
| **Copy Width** | Max. 210 mm | |
| **Multiple Copies** | Stacks up to 99 pages | |
| | Sorts up to 99 pages | |
| **Reduce/Enlarge** | 25% to 400% (in increments of 1%) | |
| **Resolution** | Up to 600 × 600 dpi, 1200 dpi class | |
| **First Copy Out Time** | Less than 15 seconds (from Ready state) [1] | |

[1] The first copy out time may vary depending on scanner lamp warm up time.

# Scan

| | | |
|---|---|---|
| **Colour/Monochrome** | Yes/Yes | |
| **TWAIN Compliant** | Yes (Windows® 2000 Professional/XP/ XP Professional x64 Edition/Windows Vista® /Windows® 7) | |
| **WIA Compliant** | Yes (Windows® XP/Windows Vista® /Windows® 7) | |
| **Colour Depth** | 24 bit colour | |
| **Resolution** | Up to 19200 × 19200 dpi (interpolated) [1] | |
| | Up to 600 × 2400 dpi (optical) (From Scanner Glass) | |
| | Up to 600 × 600 dpi (optical) (From ADF) | |
| **Document Size** | ADF Width: | 148.0 to 215.9 mm |
| | ADF Length: | 148.0 to 355.6 mm |
| | Scanner Glass Width: | Max. 215.9 mm |
| | Scanner Glass Length: | Max. 297 mm |
| **Scanning Width** | Max. 210 mm | |
| **Greyscale** | 256 levels | |

[1] Maximum 1200 × 1200 dpi scanning with the WIA driver in Windows® XP/7/Windows Vista® (resolution up to 19200 × 19200 dpi can be chosen by using the scanner utility)

# Print

| | |
|---|---|
| **Printer Driver** | Host-Based Driver for Windows® 2000 Professional/ XP/XP Professional x64 Edition/Windows Vista® |
| **Resolution** | HQ1200 (2400 × 600 dpi), 600, 300 dpi |
| **Print Speed** | Up to 22 pages/minute (A4 size) [1] |
| **First Print Out Time** | Less than 10 seconds (from Ready state and standard tray) |

[1] The print speed may change depending on the type of document you print.

# Interfaces

| | |
|---|---|
| **USB** | Use a USB 2.0 interface cable that is no longer than 2.0 m. [1] |

[1] Your machine has a Full-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

# Computer requirements

| Minimum System Requirements and Supported PC Software Functions | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Computer Platform & Operating System Version** | | **Supported PC Software Functions** | **PC Interface** | **Processor Minimum Speed** | **Minimum RAM** | **Recommended RAM** | **Available Hard Disk Space** | |
| | | | | | | | **For Drivers** | **For Applications** |
| Windows® Operating System [1] | Windows® 2000 Professional [3] | Printing, Scanning | USB | Intel® Pentium® II or AMD equivalent | 64 MB | 256 MB | 150 MB | 310 MB |
| | Windows® XP Home [2 3] Windows® XP Professional [2 3] | | | | 128 MB | | | |
| | Windows® XP Professional x64 Edition [2] | | | 64-bit (Intel® 64 or AMD64) supported CPU | 256 MB | 512 MB | | |
| | Windows Vista® [2] | | | Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD64) supported CPU | 512 MB | 1 GB | 500 MB | 500 MB |
| | Windows® 7 | | | | 1GB (32-bit) 2GB (64-bit) | 1GB (32-bit) 2GB (64-bit) | 650MB | 530MB |

1 Microsoft® Internet Explorer 5.5 or greater

2 For WIA, 1200x1200 resolution. Scanner Utility enables to enhance up to 19200 x 19200 dpi.

3 PaperPort™ 11SE supports Microsoft® SP4 or higher for Windows® 2000 and SP2 or higher for XP.

# Consumable items

| | | |
|---|---|---|
| **Toner Cartridge Life** | **Print Cartridge SP 1200E** (for Europe) | Approx. 2,600 pages (A4) [1] |
| | **Print Cartridge SP 1200S** (For Asia) | |
| **Drum Unit** | **Drum Unit SP 1200** | Approx. 12,000 pages A4/Letter pages [2] |

[1] Approx. cartridge yield is declared in accordance with ISO/IEC 19752.

[2] Drum yield is approximate, and may vary by type of use.

# E Glossary

This is a comprehensive list of features and terms that appear in manuals. Availability of these features depends on the model you purchased.

**ADF (automatic document feeder)**

The document can be placed in the ADF and scanned one page at a time automatically.

**Beeper Volume**

Volume setting for the beep when you press a key or make an error.

**Cancel Job**

Cancels a programmed print job and clears the machine's memory.

**Contrast**

Setting to compensate for dark or light documents, by making copies of dark documents lighter and light documents darker.

**Greyscale**

The shades of grey available for copying photographs.

**LCD (liquid crystal display)**

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

**Menu mode**

Programming mode for changing your machine's settings.

**OCR (optical character recognition)**

The bundled ScanSoft™ PaperPort™ 11SE with OCR or Presto! PageManager software application converts an image of text to text you can edit.

**Resolution**

The number of vertical and horizontal lines per inch.

**Scanning**

The process of sending an electronic image of a paper document into your computer.

**Temporary settings**

You can choose certain options for each copy without changing the default settings.

**User Settings List**

A printed report that shows the current settings of the machine.

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F

This machine is approved for use in the country of purchase only.

M086-6100 GB